



THE UNIVERSITY OF AZAD JAMMU & KASHMIR
ACADEMICS & MEETINGS SECTION

05822-960481

NOTIFICATION

Dated: 19 -04-2024

No. Meetings/53rd Sy (AC-x)/ 1103- 1107 /2024. On the recommendations of the Academic Council, held on (12-10-2023), the Syndicate in its meeting held on 21-02-2024, approved the following;


1. Approval of the Policies
Faculty Handbook (ii) Student Handbook (iii) Grading Policy
2. Formulation of the committee to revisit the following policies with a mandate to submit its recommendations for any amendment or addition with proper justification (if required)
 - (i) Academic Code of Conduct
 - (ii) I.T Policy
 - (iii) Intellectual Property (IP) Policy
 - (iv) Academic Freedom Policy.

Sr. #	Name	Designation	Status
1.	Prof. Dr. Muhammad Basharat	Institute of Geology	Convener
2.	Dr. Sumaira Shafique	Chairperson, Department of Kashmir Studies	Member
3.	Khawja Aftab Qadir Kanth	Coordinator, Management Sciences	Member/ Secretary


[Dr. Ghulam Murtaza]
Registrar

Copy of the above to:

1. Senior Private Secretary to the Vice Chancellor.
2. All Concerned.
3. Master File.


Assistant Registrar
[Academics & Meetings]

- 150 -

THE UNIVERSITY OF AZAD JAMMU & KASHMIR
DIRECTORATE OF STUDENTS AFFAIRS



STUDENT HANDBOOK

This handbook is subjected to amendments as and when approved by the Competent Authority. Whenever made, amendments shall be notified on the University's website, under the "Directorate of Students Affairs" Tab. Students are advised to check the tab regularly and insert amendments in their copy of the hand book if posted under the tab.

Preamble

The University of Azad Jammu & Kashmir Student Handbook contains guidelines, admission policy, students related proformas, orders, instructions, code of conduct, violation penalties, statutes, rules, regulations, policies, procedures, and such other contents, for the information and guidance of and compliance by the student of the University. The policies and procedures contained in this book are subject to change from time to time as and when deemed appropriate by the University to fulfill its mission and objectives. The University reserves the right to implement such changes without prior notice.

The academic, financial and administrative policies outlined here apply to all campuses/constituent units of the University.

In case of any difficulty in interpreting, understanding or referring to the contents of this handbook, or missing any particular aspect therein, reference is to be made to the HoD/Dean/ Director Campus/Registrar, in that order.

Dr. Imtiaz Ahmad Awan
(Director Students Affairs)

INDEX

S. No.	Contents	Page No.
Chapter 1 ADMISSION POLICY		
1.	Admissions offered (Departments and Programs)	
2.	Admissions information	
3.	How and where to Apply	
4.	Method No. 1 Offline Admissions	
5.	Method No. 2 Online Admissions	
6.	Entry Test	
7.	Required Documents	
8.	Reserved seats Information	
9.	Details of Reserve Seats	
Chapter 2 CODE OF CONDUCT		
1.	Preamble	
2.	Principles	
3.	Coverage and Jurisdiction	
4.	Term of Conduct	
5.	Students' Rights	
6.	Responsibilities	
7.	Personal Conduct	
8.	Academic Conduct	
9.	Classrooms Standards	
10.	Identification Card	
11.	Visitors and Guests	
12.	Dress Code	
13.	Gender Mixing	
14.	Cell Phones	
15.	Prohibited Conduct	
16.	Safety	
17.	Identification/Registration Cards	
18.	Weapons	
19.	Discrimination	
20.	Various Criminal Acts: Harassment, Assault, Battery, Stalking, Hazing, Forgery, Fraud, Dishonesty, Property Damage, Theft, Unauthorized Entry, Use, or Trespassing	
21.	Organization and Event Registration	
22.	Failure to Comply/Non-Compliance	
23.	Unauthorized use of Computer or Electronic Communication Devices	
24.	Cheating	
25.	Fabrication	
26.	Facilitating academic dishonesty	
27.	Plagiarism	
28.	Unauthorized Collaboration	
29.	Unfair means	
30.	Violation of Criminal Codes of the Local, State, or Federal Governments	
31.	Embezzlement	

32.	Contempt of, or Interference with any Disciplinary Program Actions or Activities	
33.	Media Contact	
34.	Presenting False Testimony	
35.	Students Organizations	
36.	Indecent Behavior at the Campus	
37.	Off-Campus Conduct	
38.	Enforcement of Code of Conduct	
39.	Punishment or Penalty For Acts of Miss-conduct	
40.	Discipline Process	
41.	Appeal Process	
42.	Revisions of the Student Code of Conduct and Judiciaries	
Chapter 3 HOSTEL RULES		
1.	Introduction	
2.	Regulations for University Halls/ Hostels	
3.	Fees and Dues	
4.	Discipline	
5.	Furniture	
6.	Electricity	
7.	Mess	
8.	Common Room	
9.	Distinguished Visitors	
10.	Special Regulations for Girls Hall/Hostels	
11.	Circular for Hostel Seat Allotment procedure (Annexure)	
12.	Circular for Hostel Card issuance procedure (Annexure)	
13.	Instructions for students residing in Girls Hostels (Annexure)	
14.	SoPs for Hostels during pandemic COVID-19 (Annexure)	
Chapter 4 TRANSPORT POLICY		
1.	Transport Policy	
2.	Study Tours/ Field work	
3.	Circular for Bus Cards issuance procedure (Annexure)	
Chapter 5 STUDENTS RELATED PROFORMAS		
1.	Degree issuance form	Annexure
2.	Degree/Transcript/Mark sheet verification form	Annexure
3.	Hostel Seat Allotment Form	Annexure
4.	Hostel Seat Transfer Form (from one hostel to another)	Annexure
5.	Forms for issuance of Hostel Cards.	Annexure
6.	Form for Transport facility/ Bus Card.	Annexure
7.	SSIC Proforma/ Semester System Implementation Committee Proforma	Annexure
8.	Students Card issuance Form	Annexure
9.	Students Society Events Proforma	Annexure
10.	Study Trip Proforma	Annexure
11.	Course Registration Form	Annexure
12.	Student Misconduct Proforma	Annexure
Chapter 6 SEMESTER RULES		
		Annexure

CHAPTER 1
ADMISSION POLICY

ADMISSIONS OFFERED BY UAJ&K:

UNDERGRADUATE DEGREE PROGRAMS OFFERED (BS 4 YEARS PROGRAMS)

Faculty of Science	Faculty of Humanities & Social Sciences	Faculty of Engineering	Faculty of Health & Medical Sciences BS Allied Health Sciences (4 Years)
Applied Geology	Art and Design	Electrical Engineering	Anesthesia and Intensive Care Sciences
Botany	English	Software Engineering	Cardiovascular Technology
Chemistry	Economics		Dialysis and Critical Care Sciences
Computer Sciences	Education		Physiotherapy and Rehabilitation Sciences
Mathematics	Islamic Economy and Banking		Radiology & Medical Imaging Sciences
Physics	International Relations		Surgical and Operation Theater Sciences
Statistics	Kashmir Studies		Emergency Medical Technology
Zoology	Law (5 Years)		Clinical Laboratory Sciences
	Management Sciences		Vision Sciences
	Mass Communication		DPT
	Psychology		
	Sociology & Rural Development		
	Urdu		

MASTER DEGREE PROGRAMS (MA, MSc., MBA, M.Com. etc)

Faculty of Science	Faculty of Humanities & Social Sciences
Applied Geology	Urdu
Botany	English
Chemistry	Economics
Computer Sciences & IT	Psychology
Mathematics	Sociology & Rural Development
Physics	Management Sciences
Statistics	Kashmir Studies
Zoology	Islamic Studies

POSTGRADUATE PROGRAMS (MS/M.PHIL 2 YEARS DEGREE PROGRAMS)

Faculty of Science	Faculty of Humanities & Social Sciences	Faculty of Health & Medical Sciences	Faculty of Engineering
Applied Geology	Urdu	Public Health	Electrical Engineering
Botany	English		
Chemistry	Economics		
Computer Sciences & Information Technology	Kashmir Studies		
Mathematics	Islamic Studies		
Physics	Education		
Statistics			
Zoology			
Bio Technology			

DOCTORATE (PhD) DEGREE PROGRAMS

Faculty of Sciences	Faculty of Humanities & Social Sciences
Applied Geology	Economics
Botany	Education
Chemistry	English
Computer Sciences & IT	
Mathematics	
Physics	
Bio Technology	
Zoology	

ADMISSIONS INFORMATION:

- Admissions are announced once in a year except some exceptional cases.
- Announcement of Admissions is printed in leading newspapers nation-wide months before the commencement of classes.
- Admissions at University of AJ&K are based on open merit seats for AJ&K only, self-support and quota seats (only for BS and MA/MSc. Programs). Students applying for different disciplines must clear the admission test and the interview where applicable.
- Admission/processing fee will apply as mentioned in the recent most admission advertisement.

HOW AND WHERE TO APPLY:

Method No. 1:

1. Fresh Applicant can obtain prospectus and application forms directly from the Directorate of Students' Affairs, against the payment of amount as mentioned in the admission advertisement through HBL Challan available at authorized branches of HBL in AJ&K or alternatively, by sending Bank draft from any bank, in the name of Director Finance & Planning, The University of AJ&K.

2. Admission Form and Prospectus can be downloaded from the official website of the University www.ajku.edu.pk or online portal of the Directorate of Students Affairs www.dsa-ajku.edu.pk. Students are required to print the downloaded admission form and send the duly filled form along with required documents as mentioned in the form along with paid University Challan available at HBL authorized branches or alternatively, by attaching the Bank draft from any bank, in the name of Director Finance & Planning, The University of AJ&K.
3. Age limit: Maximum age limit for BS programs is 23 years.
4. Age limit: Maximum age limit for M.A/ M.Sc. programs is 27.
5. Age limit: No age limit for MS/M.Phil. and PhD programs.
6. Entry test passing marks 50%.
7. For admissions in the BS 4-year where entry tests are mandatory, the applicant will separately deposit entry test fee and submit Fee Challan/ Bank draft along with the Application Form in the DSA office.
8. Candidate applying for more than one department/category should deposit additional form fee. Completed in all respects applications should reach to the Directorate of Students' Affairs on or before the last date for submission of application forms.
9. The applicants related to Neelum and Jhelum Valley Campus should submit their application forms directly to their concerned campuses.
10. The HBL Bank Challan or Bank Draft of the required amount must be attached with the Application Form, otherwise, the form will not be entertained.

Required Documents

1. Attested copies of all educational certificates and degrees.
2. Character certificate issued by the College/ Institute last attended.
3. Migration certificate in case of Masters/ Graduation from Institutions other than The University of AJ&K.
4. NOC/ Migration certificate in case of HSSC other than BISE Mirpur AJ&K.
5. A copy of the Domicile & State subject certificate.
6. A copy of National Identity Card or Form-B.
7. Four recent passport size photographs.
8. Copy of Guardian's CNIC.

Method No. 2:

Online Application

Online Admission can be applied at <http://www.admissions.ajku.edu.pk> Online admission activity can be divided into the following steps.

Step#01: Basic Registration Process

Step#02: Provide Personal Information

Step#03: Provide Educational Information

Step#04: Apply For Program(s) You Are Interested In

Step#05: Generate/Print Challan Forms of Your Application(s)

Step#06: Pay fee against those Challans

Step#07: Provide fee deposit information

Step#08: Print Application(s)

Step#09: Attach all required documents including the challan form with each copy of the application form and send them to the Directorate of Students' Affairs UAJ&K, Chellah Campus Muzaffarabad.

Note:

On system generated challans, the cost of first form will be charged as per fee for a prospectus and any subsequent form (2nd, 3rd, 4th...) will cost you as additional form fees. For fee details please refer to the recent admission advertisement. If you are applying for a program which requires an entry test. The entry test fee will be included in system generated challan of that application and you don't need to pay the entry test fee against any separate challan.

Payment of fee against first challan is mandatory. Your application will not be accepted if you ignored the first challan and pay fee against 2nd, 3rd etc.challans only.

For multiple applications, make each set of application before sending to the Directorate of Students' Affairs. For example: if you applied for two programs i.e. MSc (Chemistry) and MSc (Zoology). Take two prints of your application form, attach all required documents including the challan form copy of each application and send them to Directorate of Students' Affairs.

It is mandatory for the applicants who are applying online that they must send a printed copy(ies) of their online application(s) to the office of the Directorate of Students' Affairs or to their concerned Campus.

ENTRY TEST:

For admissions in the undergraduate (BS 4-year, M.A/ M.Sc.) programs where entry test is mandatory, the applicant will-separately deposit entry test fee and submit Fee Challan/ Bank draft along with the Application Form in the DSA office or concerned campuses. In case applicant is applying for more than one program, he/ she shall also deposit entry test fee for each additional program. However, in case of online application form, the entry test fee will be included in system generated challan of that application and you don't need to pay the entry test fee against any separate challan.

Important Note: The applicants applying for admission at Muzaffarabad Campus, King Abdullahi Campus Chatter Klass, Jhelum Valley Campus (HattianBala), and Neelum Campus (Athmuqam) are bound/ required to report their concerned campus for Entry Test (where applicable). No Separate Call letter for entry test/interview will be issued, for admission; the merit list will be displayed on the Notice Boards of DSA, Relevant department, and University website. No admission letter will be issued.

RESERVED SEATS INFORMATION:
(Only for Undergraduate Programs i.e. M.A/ M.Sc. and BS-4Years)

- AJ&K National (open merit).
- Nominated against reserved seats through nominating authorities (i) Applicants of College/ School Teacher's son/ daughter seat through Secretary Education Colleges/ Schools. (ii) Army seat through GHQ (iii) Applicants from Gilgit and Baltistan through Concerned Nomination Board. (iv) Applicants of FATA through FATA/KPK nomination Board.
- University employees Son (Teaching/Non-Teaching) nominated by Registrar Office
- Nominees of quota seats should apply directly within the given timeline and appear in the test /interview. Their nomination should also be submitted within a stipulated time.
- The reserved quota for Allied Health Sciences will apply to the total number of seats.

Details of Reserve Seats

S. No.	Reserved Category	Number of Seats in Each Department/institute
1.	Open Merit (for AJK Nationals)	27
2.	Self-Support Seat	06
3.	Children of Armed Forces Personnel (To be nominated by the Armed Forces HQs)	02
4.	Children of School Teachers (To be nominated by the Government Secretariat of Education for Schools)	01
5.	Children of College Teachers (To be nominated by the Government Secretariat of Education for Colleges)	01
6.	Children of University Employees (To be nominated by the Vice Chancellor)	01
7.	Children of University Teachers (To be nominated by the Vice Chancellor)	01
8.	Physically Disabled (To be recommended by the University Medical Board)	01
9.	Sports Seat (To be recommended by UAJ&K Sports Board)	01
10.	Northern Areas/Gilgit/Baltistan (Through the G&B Nomination Board)	04
11.	Jammu & Kashmir Refugees (Settled in Pakistan)	02
12.	Refugees Jammu & Kashmir 1989-92 (Settled in Pakistan)	02
13.	AJK Nationals Settled Abroad/Overseas (With valid Overseas Pakistani Foundation (OPF) membership)	01
14.	Punjab	01
15.	KPK	01
16.	Sindh	01
17.	Balochistan	01
18.	FATA (Federally Administered Tribal Areas)	02
	Total Number of Seats in a Department/ Institute	56

CHAPTER 2 CODE OF CONDUCT

Approved by the Syndicate
22nd June, 2011
(Effective from 31st July, 2011)

The University of Azad Jammu & Kashmir affirms that the central purpose of a Faculty is the pursuit of truth, the discovery of new knowledge through scholarly research, the teaching and overall development of students. However, the establishment and maintenance of a community where there is freedom to teach and to learn is dependent on maintaining an appropriate sense of order that allows for the pursuit of these objectives in an environment that is both safe and free of invidious disruption.

Rules and regulations are necessary to mark the boundaries of this needed order

"False Address can lead to Arrest"

Preamble

The students, faculty and administration of the University of Azad Jammu & Kashmir (UJAK) are all collectively and individually responsible for maintaining the academic integrity of this institution. This Code of conduct governs the academic conduct of each student University wide and it shall be used to govern and adjudicate all matters of student academic conduct to the extent it is practicable for it to do so. Students at UJAK are obligated to conduct themselves in a manner appropriate to the University's mission as an institution of higher education. Students are obligated to refrain from acts that they know, or should know, will impair the academic integrity of the University. Actions, which may be considered acceptable or normative outside of University, are not necessarily acceptable at UJAK and shall not interfere in overall academic conduct. All shall be treated equally and be guided by the current code. This Code of Conduct may from time to time be revised and amended.

Principles

This Code of Conduct has been formulated to provide a clear statement of the University's expectations of students in respect of academic matters and personal behavior.

Study at the University presents opportunities for interacting with other members of the University community. The University recognizes and values the diversity of student experiences and expectations, and is committed to treating students, both academically and personally, in a fair and transparent manner. All students, in return, are required to comply with the requirements set down in this Code of Conduct.

The University reaffirms its commitment to:

- High academic standards, intellectual rigor and a high quality education;

- Intellectual freedom and social responsibility;
 - Recognition of the importance of ideas and the pursuit of critical and open inquiry;
 - Tolerance, honesty and respect as the hallmarks of relationships throughout the University community; and
 - High standards of ethical behavior.
- All students are required to be aware of and act consistently with these values.

Coverage

This Code of Conduct applies to all students of the UAK in respect of all actions and activities (including inaction or inactivity) relating to or impacting on the University or its students and employees. It must be read in conjunction with the statutes, rules, and calendar of the University.

Jurisdiction

- The code applies to the on-campus conduct of all students and registered student organizations. The code also applies to the off-campus conduct of students and registered student organizations in direct connection with:
- Academic course requirements or any credit-bearing experiences, such as internships, field trips, study abroad, or student teaching;
- Any activity supporting pursuit of a degree, such as research at another institution or a professional practice assignment;
- Any activity sponsored, conducted, or authorized by the university or by registered student organizations;
- Any activity that causes substantial destruction of property belonging to the university or members of the university community or causes serious harm to the health or safety of members of the university community; or
- Any activity in which a police report has been filed, a summons or indictment has been issued, or an arrest has occurred for a crime of violence.

The university reserves the right to administer the code and proceed with the hearing process even if the student withdraws from the university, is no longer enrolled in classes, or subsequently fails to meet the definition of a student while a disciplinary matter is pending.

Students continue to be subject to city, state, and federal laws while at the university, and violations of those laws may also constitute violations of the code. In such instances, the university may proceed with university disciplinary action under the code independently of any criminal proceeding involving the same conduct and may impose sanctions for violation of the code even if such criminal proceeding is not yet resolved or is resolved in the student's favor.

Term of Conduct

Students have a duty to familiarize themselves with the rules and regulations of the University that determine what their responsibilities are.

- Students shall abide by the published rules, regulations, and policies of the University or of any authorized rule making body within the University.
- Students shall not interfere, directly, indirectly, or by threat, with the communication or pursuit of a complaint under the Code.
- Students shall respect the freedom of individuals to study, teach, work, engage in research and socialize. Students shall refrain from conduct that attempts to limit these freedoms or any other freedoms guaranteed by law.
- Student conduct shall respect the lawful rights of others to possess, use, or enjoy private or University property.

Violation of the aforementioned terms of conduct is an offence under the Code, subject to disciplinary sanction. The above terms apply with equal force to individual students and student groups or organizations.

Students' Rights

As members of the UAJK, students enjoy the following rights:

- **Equal Opportunity in Education**
Every student has a right to be free from discrimination based on race, religion, ethnic origin, political affiliation, age, gender and disability.
- **Right to Academic Freedom**
Students have the right to freedom of expression as defined in the University calendar, and a right to freedom of assembly and association, as long as the exercise of such freedoms does not interfere with the effective conduct of classes, complies with University policies and respect for the rights of others.
- **Rights Concerning Educational Process**
 - While students are required to know the material presented by the teacher, students are also free to reserve and express personal judgment in a constructive manner.
 - While faculty and administrators have decision making authority in educational matters, students may make suggestions in a constructive manner regarding revising and improving the educational process.
 - Students have the right to be informed of grading criteria and to fair evaluation by the teacher, as well as a right to appeal a grade based on mathematical error or misapplication of grading criteria.
- **Privacy Rights**
Students have a right to protection against unauthorized disclosure of information contained in their financial, medical, and educational records.
- **Rights Pertaining to Student Organizations**
Students shall be free to organize and join student organizations to promote their common interests within the framework of the Student Council. Student organizations shall be free to

examine and to discuss all questions of interest in accordance with laws defined in University calendar.

Recognized student organizations may be afforded the privilege to use available University buildings, facilities and services after teaching hours in accordance with the University administrative policies and procedures.

- **Freedom from Harassment**
Students have a right to be free from any kind of harassment by any member of the University's community and have the right to apply to the Disciplinary Committee for redress.
- **Due Process**
Students have a right to due process in any University proceeding against them. This includes the right to be heard, a right to review and decision by impartial persons or bodies, and a right to adequate notice.
- **Grievance Redressal Process**
Students have a right to file a grievance regarding the violation of any student right with the Disciplinary/Grievance Committee in accordance with its procedures.

Responsibilities

It shall be the responsibility of each student to become familiar with the provisions of this Code. Upon enrollment at UAJK each student will be given a copy of the Code and will sign a form acknowledging that he/she has read, understood and agreed to follow this Code.

- Each student is obligated to refrain from committing any act of academic dishonesty. These are acts that a student knows or under the circumstances should know impair the academic integrity of UAJK, as described in detail in this Code.
- A student who commits an act of academic dishonesty is subject to disciplinary action as described in this Code and University calendar.

A faculty member who discovers a violation of this Code may impose the following measures:

- Oral warning to the student;
- Written warning to the student;
- Reduction in score in the academic evaluation involved or one of its components;
- Retake of the academic evaluation involved or one of its components;
- Failure in the course.

Disciplinary measures should be applied in a timely manner, as soon as practicable after the discovery of the violation.

- Faculty should seek, as needed, the advice of the Dean (DSA or DDSA) on how to handle such violations. If the student is from a different program or department, faculty members are

encouraged to confer with the Chairman of that program (or his/her designee) about the student.

- In a particularly serious case (e.g., involving a repeat offense), the faculty member may recommend that the Dean request that the student be suspended or dismissed from the program. The final decision on such matters shall be made by the Vice Chancellor (or his/her designee).
- In general, students should address their concerns regarding disciplinary measures under this Code, first to the faculty member. If the student believes that there has been a serious error in the application of the disciplinary measure, the student may discuss the matter with the Dean (DSA or DDSA).
- After appeal to the Dean (or the Dean's designee), if a student believes the disciplinary measure relating to the violation of academic integrity or misconduct is manifestly erroneous or grossly unfair, the student may appeal to the Vice Chancellor.
- Each Program/Department shall make an annual report at the end of each academic year, summarizing on a no-names basis the violations addressed and the corresponding disciplinary measures applied during that academic year.

Personal Conduct

All students must:

- treat all employees, honorary appointees, consultants, contractors, volunteers any other members of the public and other students with respect, dignity, impartiality, courtesy and sensitivity;
- maintain a cooperative and collaborative approach to inter-personal relationships;
- act honestly and ethically in their dealings with University employees, honorary appointees, consultants, contractors, volunteers, any other members of the public and other students;
- respect the privacy of employees, honorary appointees, consultants, contractors, volunteers any other members of the public and other students;
- Ensure that they do not act in a manner unnecessarily or unreasonably impedes the ability of employees, honorary appointees, consultants, contractors, volunteers any other members of the public or other students to access or use the resources of the University, including the University, library, lecture rooms and laboratories.

Academic Conduct

All students must:

- Ensure that their enrolment and progress in their award course is lawful and consistent with the statutes, rule and calendar of the University.
- Read all official correspondence from the University, including email;
- Act ethically and honestly in the preparation, conduct, submission and publication of academic work, and during all forms of assessment, including formal examinations and informal tests;

- Avoid any activity or behavior that would unfairly advantage or disadvantage another student academically;
- Conform to the University's requirements for working with humans, animals and biohazards;
- Behave professionally, ethically and respectfully in all dealings with the University's learning partners during extramural placements and practicums; and
- Use University resources, including information and communication technology resources, in a lawful and ethical manner and for University purposes only, unless express permission has been granted for non-University or private usage.

Classrooms Standards

The individual teacher is primarily responsible for managing the classroom environment. If a student engages in any prohibited or unlawful acts or other behavior that results in disruption of a class, he or she may be directed by the faculty member to leave the class for the remainder of the class period. Students must be protected against infringement of their rights and unfair practices.

Identification Card

- Each member of the University community is issued a picture Identification card, and must wear it at all times while on University premises or at University sponsored activities. Identification cards must be presented upon entering University buildings and must be worn while on University premises.
- Identification cards are not transferable. The owner of the card will be called upon to account for any fraudulent use of his or her identification card and will be subject to disciplinary action by the University if he or she has aided such fraudulent use. The card will be forfeited if the student to whom it was issued allows any other person to use the same.
- Upon card owner's withdrawal from the University, all rights and privileges related to the identification card automatically cease. If the student withdraws, or is suspended or expelled, from the University, the identification card must be surrendered to the Faculty.

Visitors and Guests

Students may be held accountable for the acts of misconduct of their guests while on University premises or at University sponsored activities. Visitors, including invitees shall conduct themselves, at all times, in a manner which is consistent and in line with maintenance of orderly behavior in the University premises.

Dress Code

In order to maintain academic dignity and sanctity of the institution, students and staff of the university are required to wear decent dress keeping in view the local cultural and religious values. The dress restriction is not to impose any rigidity or regimentation but is in accordance with the spirit of discipline, punctuality and religious matter. Purpose of Dress Code is to establish the basic guide lines for appropriate work dress that promotes a positive image of UAIK and also allow maximum flexibility to

maintain good morale, respect, cultural/religious values and due consideration for safety while staying at all campuses. All the female students essentially wear Shalwar Qameez and Dupatta or Gown. All the male students should also wear decent dress (Dress pant, and collar Shirts) or Shalwar Qameez.

To abide by the student dress code, student should not:-Wear tight or see-through dress.

- Wear shorts, or sleeve-less shirts.
- Wear T-shirts/dress bearing language or Art, which appears to be provocative or indecent and is likely to offend others.
- Wear torn clothing.
- Wear jogging or exercise clothing during classes.
- Put on excessive makeup or wear expensive jewellery.
- Wear untidy, gaudy or immodest dress in classrooms, cafeteria and university offices.
- Wear unprofessional attire in formal programs and interviews.
- Draw unnecessary attention to themselves through their clothing, accessories, hairstyles, body markings or piercings.
- Wear dress which is sexually provocative is not acceptable.
- Sunglasses are permitted but must be removed when indoors.
- Hair must be clean and its style should not draw unnecessary attention. Long hair must be tied back.
- Bare feet are not permitted.

Gender Mixing

Students are strictly reminded to follow the accepted social and cultural norms of the society. Undue intimacy and unacceptable proximity, openly or in isolated areas will not be tolerated. Furthermore, the female students are banned to sit with male teachers in their offices or inside laboratories behind the closed doors. The exchange of helping material i.e. notes, books, teaching assignments are only allowed in the classrooms and laboratories. Even in the classrooms male and female students shall sit in separately or as advised/ directed by the class teacher. Both male and female will sit in the cafeteria at their allocated places. They are strictly bound to not mix up or sit on places not assigned to them. Within the premises of university gender mixing is seriously prohibited and violation will result in major punishments.

Cell Phones

The use of cell phone is strictly prohibited within the premises of the university. All faculty members have the authority to confiscate the mobile phones. Disobedience can result in major penalties.

Prohibited Conduct

Any student found to have engaged, or attempted to engage, in any of the following conduct while within the university's jurisdiction, will be subject to disciplinary action by the university. The following is

an illustrative list of the types of conduct, including actual conduct and attempts to engage in such conduct, which are prohibited by this code.

Safety

- Causing any condition that jeopardizes the safety of individuals, groups of individuals, or the University community; participating in conduct or behaviour explicitly endangers the safety and wellbeing of oneself or others.
- Tampering with safety measures or devices, such as fire extinguishers, exit signs, locked exterior or interior doors.
- Failing to conform to safety regulations, such as falsely reporting an incident.
- Falsely reporting the presence or threat of a bomb or any other dangerous device or condition.
- Having the knowledge of and not reporting an event or act that would potentially endanger members of the University community.

Identification/Registration Cards

- Failure to wear, or to produce or surrender the identification card upon the request of a Faculty/ University official.

Weapons

- Possession of weapons including firearms, items that eject projectiles, knives, or any item that any reasonable person would consider to have the possibility of doing bodily harm.
- Possessing, using, storing, or transporting firearms, other weapons, explosives, fireworks, ammunition, tear gas or dangerous chemicals, except as authorized for use in class, or in connection with University-sponsored research or other approved activities.

Discrimination

- Engaging in verbal or physical behaviour directed at an individual or group based on national origin, race, creed, gender, religious beliefs that, according to a person of reasonable sensibilities, is likely to create an intimidating or demeaning environment that impedes the access of other students, faculty and staff to the educational benefits available to them as a member of the University community.
- Wearing articles of clothing with derogatory, racist, discriminatory, patently offensive, profane, sexually explicit, or graphic messages either in words or pictures, which demonstrate bias or discrimination against any individual or group within the University community.

Harassment

- Engaging in verbal, electronic, visual, written or physical behaviour directed at an individual or group that, in the view of a person of reasonable sensibilities, is likely to provoke or otherwise result in, a negative or injurious response, mental or emotional distress, or related reaction or consequence.

- Creating an intimidating or demeaning situation or environment or inflicting personal, social, academic, psychological or emotional harm, or undue stress.

Assault

Any willful attempt or threat to inflict injury upon the person of another, when coupled with an apparent present ability to do so, and any intentional display of force such as would give the victim reason to fear bodily harm constitutes an assault. An assault may be committed without actually touching or striking, or doing bodily harm. Self-defense may be a mitigating factor to this charge, depending on the circumstances.

Battery

An encounter in which physical contact occurs or is threatened between two or more persons with weapons, blows or other personal violence and that may include pushing, shoving, and other acts of physical abuse. Self-defense may be a mitigating factor to this charge, depending on the circumstance.

Stalking

- Stalking is defined as willfully, maliciously and repeatedly following or harassing another person in a manner that would cause a reasonable person to feel frightened, intimidated, threatened, harassed, or molested.
- Stalking is behaviour in which a student repeatedly engages in a course of conduct directed at another person and makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her family; where the threat is reasonably determined by the University to seriously alarm, torment, or terrorize the person. Stalking can either be physical or electronic.

Hazing

Hazing is defined as an act, which endangers the mental or physical health or safety of a student. It may include, but is not limited to, the destruction or removal of public or private property, or any activity conducted on or off-campus that causes or intends to cause an unreasonable expenditure of funds, embarrassing, intimidating or demeaning behavior, exposure to situations that could result in physical or emotional harm, or causes undue stress, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in any sanctioned or unsanctioned group or organization at the University.

Forgery, Fraud, Dishonesty

Forging the name of a University employee, another student or any other person or entity, altering or misusing official University forms, documents, records, stored data, electronic data bases and University enterprise systems, identification of, or knowingly furnishing false information to University officers,

officials, faculty and/or employees or providing such information involving or referring to the University to off campus organizations, institutions, or individuals. Making false statements in public or private, including knowingly filing false charges under the code. Aiding and abetting another individual in the conduct of such actions also constitutes a violation of this provision. The University has registered its name, logo and seal as trademarks. As such, these marks are protected under applicable federal and local laws. Students may not use the seal, logo(s), motto, trademarks, or other intellectual property of the University without written permission from the University's Registrar Office.

Property Damage

- The attempt of, or unauthorized removal, use of, or the defacing of University property, or property under University custody or control resulting in its destruction or damage.
- Destroying, defacing, removing or damaging the property of others on University premises or at University sponsored activities.

Theft

The stealing or attempted theft of property and/or services; knowingly possessing or transporting stolen property; or improperly using or converting the property of another for personal use.

Unauthorized Entry, Use, or Trespassing

Entering or using University facilities or property, or property in the custody or control of the University, for an improper purpose, or without proper authorization, or assisting others in doing so.

Organization and Event Registration

Failing to comply with policies and regulations governing the registration of student organizations, events on campus, or the use of University facilities or resources.

Failure to Comply/Non-Compliance

- Failing to comply with or respond to the directions or instructions of an authorized University official, faculty, or staff member acting in the performance of his or her duties or any other person responsible for a University facility or registered function acting in accordance with those responsibilities.
- The student identification card shall be carried by students at all times and surrendered upon the reasonable request of any University Official, Faculty Member, Staff Member and all Residence Hall Personnel.
- Failure to comply with any disciplinary procedure, within the identified time frame, will result in a hearing with sanctions applied.

Smoking

The Campus is a no-smoking area, and at no time in any premises of the Campus smoking is allowed.

Political Gathering

Disruptive Conduct

- Acting in a manner that impairs, interferes with, or obstructs the orderly conduct, processes, or functions of the University or of any person or persons on University owned or operated property or at any University-sponsored event. Students whose behaviour, communications, and/or attire may be considered disruptive while participating in academic programs, University activities, programs and general operations. Behaviours would include: use of electronic devices such as pagers, cell phones, video games, Walkman's, personal music players, playing computer games during class sessions, laboratory or clinical practicum's or clerkships and periods of academic instruction, remediation, or tutorial assistance. Disruptive conduct would also include the wearing of apparel clothing in class, or during academic instruction is lewd, profane or sexually explicit; attire that conveys messages in print or in picture form that are profane, vulgar, patently offensive, racist or discriminatory, and this conduct disrupts the teacher's ability to maintain decorum or provide academic instruction in the classroom, laboratory, or other instructional environments.
- This also includes students who engage in disruptive behaviours or communications with a teacher, such as swearing or cursing, which impedes the ability of the teacher to present academic information in the classroom or laboratory, clerkship, conduct academic advisement, counseling, or tutorial assistance.

Unauthorized use of Computer or Electronic Communication Devices

- Theft or other abuse of computer facilities and resources including, but not limited to:-
- Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose
- Unauthorized transfer of a file.
- Use of another individual's identification and/or password.
- Interference with the work of another student, faculty member or University official.
- Sending obscene, abusive or threatening messages
- Transmission of computer viruses.
- Interfering with normal operation of the
- University computing system.
- Unauthorized duplication of software or other violation of copyright laws.
- Unauthorized access to, or unauthorized, mischievous or malicious use of University computer equipment or networks, or electronic communication devices, or the use of such equipment or devices to gain unauthorized access to, and/or use of, off-campus computer equipment.

Cheating

Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise; copying from another student's examination; submitting work prepared in advance for an in-class examination; taking an examination for another person or conspiring to do so.

Fabrication

Intentional and unauthorized falsification or invention of any information or citation in an academic exercise.

Facilitating academic dishonesty

Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.

Plagiarism

Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise; failure to attribute direct quotation, paraphrase, or borrowed facts or information.

Unauthorized Collaboration

Providing, either knowingly or through negligence, one's own work to assist a student in satisfying a course requirement, or representing material prepared by or with another as one's own independent work. In instances where students are permitted to work jointly to complete an assignment, instructors will offer clear guidelines about when and how to collaborate; if a student is unsure, it is the responsibility of the student to ask the instructor.

Unfair means

Use of unfair means generally covers following:

- a. An attempt to have access to the question paper before the test/examination.
- b. Use/possession of unauthorized reference material during test/examination.
- c. Any form of communication by the examinees with any one in or outside the test/examination room while the test/examination is in progress.

Unauthorized entry into faculty's office in un-authorized/un-ethical or that of his staff with the intention of having an access to or tampering with the official record/exam paper etc.

Violation of Criminal Codes of the Local, State, or Federal Governments

On or off-campus actions or activities violate criminal law also violate the Code.

Embezzlement

Unauthorized acquisition and/or use of funds belonging to, or under the stewardship of, any University unit, organization, or individual.

Contempt of or Interference with any Disciplinary Program Actions or Activities

- Failure to respect the disciplinary program or process, including failing to appear for hearing if called to do so, interfering with attendance by any person or persons mandated to attend a meeting or hearing, or interfering with the hearing or disciplinary process of any disciplinary board or administrative hearing.
- Acting in a threatening or harassing manner towards hearing participants before, during or after a hearing.

Media Contact

Students are expressly prohibited from speaking on behalf of, or for, Faculty/ University with any media organization or publication, or from inviting the same to any University-owned or operated property, facility, or even without the express written permission of the Office of University Authorities.

Presenting False Testimony

Knowingly making false statements regarding a disciplinary matter before, during or after the disciplinary adjudication process.

Abuse of the Student Conduct System

Abusing the student conduct system including, but not limited to:-

- Failure to obey the notice from a University official to appear for a meeting or hearing as part of the student conduct system.
- Falsification, distortion or misrepresentation of information before a hearing body or designated hearing officer of the University.
- Disruption or interference with the orderly conduct of a hearing proceeding.
- Causing a violation of University Code of Conduct hearing to convene in bad faith.

Students Organizations

Political meetings, distribution of posters and political material and use of loudspeakers are not allowed inside campus premises.

Indecent Behavior at the Campus

- Indecent behavior exhibited at the campus including classes, cafeteria, laboratories etc, defying the norms of decency, morality and religious/cultural/social values by single or group of students.
- Damage to the university fixtures/furniture, scribbling/carving on desks, wall chalking, misusing of lab/university equipment, etc.
- Use of mobile phone in class rooms, examination halls, labs and library.

Off-Campus Conduct

Conduct occurring off University premises be such that it should not affect the interest/Image of the University.

Enforcement of Code of Conduct

Matters of indiscipline would be referred to the Faculty/University authorities, which are authorized to check indiscipline matters and decide as per University rules, regulations and policy. Parents of those students who disobey authority and violate the code of conduct will be informed. Students may be held accountable for the acts of misconduct of their guests while on University premises or at University-sponsored activities. Students who are charged with violations of this Code are subject to disciplinary action as per University rules/regulations/Statutes.

Punishment or Penalty For Acts of Miss-conduct

Punishment or penalty for acts of ill-discipline shall be according to the gravity of the case and may be any one or more of the following:-

Minor Punishments

- Warning in writing. Notice to the offender, orally or in writing, that continuation or repetition of prohibited conduct may be cause for further disciplinary action.
- Probation. Probation for a specific period.
- Fine. Fine this may amount up to Rs.3000.
- Hostel Suspension / Permanent Removal. Expulsion from the hostel for a specified period, or permanent removal from the residence hall.
- Withholding of certificate. Withholding of a certificate of good moral character.
- Removal of privileges. Deprivation from the privileges enjoyed by the students.
- F Grade. Award of "F" grade in a paper.

Major Punishments

- Expulsion. Expulsion from the class for a specific period up to one semester.
- Fine. Fine this may amount up to Rs.10000.
- Exam Result. Cancellation of examination result.
- Rustication. Expulsion or rustication from the University/college as given in University calendar.
- Degree. Non conferment of degree/ transcript.
- Relegation/withdrawal. Other sanctions or a combination of above mentioned punishments as deemed appropriate.

Discipline Process

Case referrals

Each case of ill-discipline shall be reported to the Dean through Departmental Discipline Committee and he/she will refer the case to the Central Disciplinary Committee.

Procedure-disciplinary hearing

A disciplinary hearing is a formal process conducted by the Central Discipline Committee (DDC). This formal process is designed to gather and consider relevant information regarding the alleged violation/s of the Code and to determine and recommend a punishment. Every effort will be made to expedite proceedings pursuant to allegations within a reasonable period.

Punishments

Central Discipline Committee will recommend the punishment according to the gravity of the case after giving full opportunity to the defaulter to give his point of view before recommending the punishment.

Appeals

An appeal against the Central Discipline Committee's decision can be filed with the Vice Chancellor within fifteen days of the announcement of the decision.

Appeal Process

Right to appeal

A student found to have violated this code has the right to appeal the original decision. An appeal of a decision must be submitted in writing and to the Vice Chancellor, within ten (10) calendar days after the date on which written notice of the decision is sent to the student. Each student shall be limited to one appeal. The decision of the Vice Chancellor is final.

Grounds for appeal

- An appeal may be based only upon one or more of the following grounds:
- Procedural error;
- Misapplication or misinterpretation of the rule alleged to have been violated;
- Findings of facts not supported by a preponderance of evidence;
- Discovery of substantial new facts were unavailable at the time of the hearing; and
- That the disciplinary sanction imposed is grossly disproportionate to the violation committed.

Appeal proceedings

- The Vice Chancellor shall dismiss the appeal if the appeal is not based upon one or more of the grounds set forth in Section (B) above.
- The Vice Chancellor may decide the appeal based upon a review of the record.

- The Vice Chancellor may ask additional written information or an oral presentation from any relevant person(s) and then decide the appeal based upon the enhanced record.

Possible dispositions by the appeal officer

The Vice Chancellor may, after a review of the record, uphold the original sanction, dismiss the original sanction, or impose a lesser sanction. Vice Chancellor may also remand the case to the original hearing body or refer the case to a new hearing officer or panel to be reheard. If possible, a new hearing officer or panel should be different from the one that originally decided the case. If a case is reheard by a hearing officer or panel, the sanction imposed can be greater than imposed at the original hearing.

Revisions of the Student Code of Conduct and Judiciaries

1. Periodic Review

The Faculty Code of Conduct Committee will conduct a full formal review of the Code at least every one (1) year or at such other times as it deems appropriate to determine if the Code should undergo a full revision process.

2. Procedure for Revision

- If it is determined that the Code is in need of full revision, the procedure for developing a new document for recommendation to the Board of Trustees will be as follows:
- A committee composed of faculty, administrative staff and students will be appointed by Dean to review the "Code" portion of the document and to make recommendations for changes.
- The draft of the revised Code is completed by Committee and forwarded to the Dean for review and comment.
- The final draft will be submitted for review to the Academic Council.

3. Forwarding for Approval

- The final document will be forwarded, through the Dean to the Vice Chancellor for final review and for presentation to the Syndicate for approval.

137

CHAPTER 3 HOSTEL RULES

Introduction

There are three hostels at Chella Campus Muzaffarabad. One hostel for boys and two hostels for girls are currently accommodating the students at Muzaffarabad Campus. Furthermore, 06 state of the art hostels have been constructed at the King Abdullah Campus Chattar Klass out of which there are 03 boys' hostels and 03 girls' hostels. The students can apply only for those hostels which are near to their departments. Therefore, the students of King Abdullah Campus will be allotted seats in KAC Hostels whereas the students of Muzaffarabad Campus will be accommodated in the hostels in Muzaffarabad (Chellah Campus). Moreover, there are limited seats in the hostels, so first come first serve policy is adopted.

Each hostel provides mess facility, services of room attendants and telephonic facility to its boarders in addition to recreational and other basic facilities. For the limited number of seats available at the above hostels, the office of the Directorate of Students' Affairs invites applications through the Heads of the Departments/ Institutes for the accommodation from graduate and postgraduate students. These allotments are made strictly in accordance with the departmental merits. However, handicapped students are given preference.

Regulations for University Halls/ Hostels

Halls/ Hostels are situated in all the University Colleges. The residential accommodation comprises cubicles and dormitories:-

1. All whole-time students admitted directly to the University College/ Teaching Departments for a regular course of study will be eligible to apply for accommodation in the University/College Halls/Hostels, provided that;
2. Applications for allotment of seats in the Halls/Hostels shall be submitted to the Principal of a College/Chairman of the Department, (in triplicate on prescribed form available from the College/Department). The students will take copies of the forms along with three copies of their photographs (passport size) pasted on them and duly attested by the Principal/ Chairman direct to the Hall / Hostel Superintendent who will keep one form with him/her and forward two forms one to the Chairman, Hall Council and the other to the Chairman/Principal concerned indicating on the forms the number of room allotted to the student. The Chairman, Hall Council will be kept informed of the changes made in the allotment of seats within the Halls/Hostels by the Superintendent.
3. At the beginning of each academic year, a resident student shall be required to produce a certificate from the Chairman of his Department /Principal to the effect that he is on the rolls of the Department/College concerned in order to get the allotment of his Hall/Hostel seat renewed.
4. Each selected student is required to give an affidavit to the effect that he/she will abide by hostel rules and regulations failing which his/her hostel admission will be cancelled.
5. Fee for accommodation is to be deposited in advanced at CSD/LSD.

6. Each student can avail hostel facility for the duration of degree programs starting from the date of commencement to the date on which final exams terminates.
7. Hostel accommodation is limited and the university does not undertake any responsibility for providing hostel accommodation. While every effort is made to facilitate location of accommodation, students seeking admission should be prepared to arrange their own accommodation.

Fees and Dues

1. Admission fee at the time of admission as may be prescribed.
2. Hostel Security (refundable) @ as may be prescribed
3. Rent per month as may be prescribed
4. Electric Charges per month as may be prescribed
5. Common room and service charges per month as may be prescribed
6. Miscellaneous (including repairs Utensils, newspapers etc.) as may be prescribed
8. All Hall/Hostel dues shall be deposited in the concerned account with Habib Bank Limited. The Bank Challan showing the amount to be paid under various heads will be supplied by the Hall /Hostel Office.
9. The monthly Hall/Hostel dues shall be paid by the fifteenth of each month. The seats of the residents who fail to pay their dues by the end of the month shall be cancelled.
10. Names of the residents who have not paid their dues shall be reported by the Superintendent to the Warden / Principal in the first week of each month who will see that the defaulters leave the hostel. The Warden/Principal may however, allow a further period of grace in exceptional circumstances.

Discipline

7. Residents are expected to develop the habit of self-discipline. They shall not conduct themselves in a manner, which may interfere with the study and convenience of fellow residents or injure the feelings. Nothing can make social life truly pleasant except genuine courtesy and mutual consideration.
8. Rooms must be kept clean and tidy. The glass panes above the entrance of the room shall remain uncovered. No resident is allowed to drive nails in the walls or to disfigure them in any manner.
9. Dogs and other pets should not be brought inside the premises of a Hall/Hostel.
10. All the residents shall be in the Hall at prescribed time. The rooms shall be kept open at that time to enable the prefects to mark attendance.
A resident returning to the Hall/Hostel at night after prescribed time shall sign his name in the register kept with the chowkidar at the gate giving the number of his room and the date and time of arrival. Entry into the Hall/Hostel over the boundary wall is prohibited.
11. There shall be no disturbance or noise in the rooms or outside the rooms within the Hall/Hostel premises between prescribed hours. No resident student shall entertain in his room fellow residents or outsiders during prescribed hours.
12. The residents must get permission of the Superintendent in writing in case they have to absent themselves from the Hall/Hostel during the night. A fine as may be prescribed shall be levied for absence without permission.

13. A resident absenting himself from the Hall/Hostel without written permission of Superintendent for a fortnight shall forfeit his Hall/Hostel seat. The room allotted to him will be opened by the Superintendent in the presence of the Warden/ Principal, the Hall/Hostel Secretary and one of the prefects. All articles found in the room shall be taken in personal custody by the Superintendent.
14. No resident shall keep a transistor radio set or tape recorder without the permission of the Superintendent and will not use it in a way, which may be inconvenient to others.
15. Playing of loud musical instruments in the room is not permitted.
16. Playing of indoor games in any place other than the Common Room or the games room is prohibited.
17. Residents are not allowed to keep with them heaters, electric stoves, electric radio sets, radiograms, electric tape recorders and air conditioners etc. Any such appliance, if found in the possession of a resident, shall be confiscated. The use of heaters and electric stoves is strictly prohibited. Any resident found infringing this rule shall have to pay a fine as may be prescribed.
18. The residents are advised not to keep large sums of money with them, which may be deposited in the Bank. The Hall/Hostel authorities are not responsible for any theft or loss of valuables left in a cubicle or dormitory.
19. A resident indulging in the use of liquor or in gambling practices or found in possession of fire arms or explosives shall be expelled from the Hall/Hostel and a case may be registered with the police by the Principal/ Superintendent.
20. Complaints against the misbehavior of servants/sweepers may be made to the Superintendent. Residents are not allowed to use abusive language or physical force against them.
21. A resident shall not change his room without the prior permission of the Superintendent.
22. A resident intending to withdraw his name from the Hall/Hostel shall make an application in writing to the Superintendent who may permit him to leave after realizing the dues from him.
23. The rooms will be vacated and the keys handed over to the Superintendent before leaving for the summer vacation or on completion of any University examination. Students who fail to comply with this regulation will not be allowed Hall/Hostel accommodation during the succeeding academic year.
24. All notices about the Hall/Hostel shall be pasted on the Hall/Hostel notice board and shall be considered as read by the residents. Failure to read a notice shall not be accepted as an excuse for non-compliance with such notices.
25. Before a notice or poster etc., is displayed on the Hall/Hostel notice board, it shall be countersigned by the Hall/Hostel Superintendent.
26. No meeting other than those of the recognized society/societies or permitted by the Superintendent shall be held in the Hall / Hostel and no outsiders shall be invited to the meetings without the prior permission of the Superintendent.
27. If a resident is found guilty of breach of Hall/Hostel rules or misbehavior, the Superintendent may impose such fine on him, as he may deem appropriate.
28. All applications for remission of Hall/Hostel fines shall be submitted to the Warden/Principal through the Superintendent who may pass such orders, as he deems fit.

- 29. Fines imposed on residents in connection with their residential life shall be charged and deposited in the account of the Hall/Hostel concerned.
- 30. Cases of serious indiscipline in the Hall/Hostel will be reported by the Superintendent to the Warden/Principal. The Superintendent may remove a resident from the Hall/Hostel or take any other appropriate action.

Furniture

- 31. Residents are responsible for the safe custody of the furniture allotted to them. They are not permitted to remove the furniture from one room to another or interchange the furniture.
- 32. Residents shall pay for any damage done to the furniture supplied to them or any other Hall/Hostel property.
- 33. Anyone found guilty of intentional damage to the University/ College property will not only have to make good the damage but will also be liable to disciplinary action including expulsion from the Hall/Hostel and or from the University/College.

Electricity

- 34. Light in the room must be put off when the resident retires or goes outside the room.
- 35. The electric installations must not be tampered with in any way. Unauthorized interference with the installations is very risky as it may cause serious damage. Residents found guilty of such interference are liable to heavy fine/expulsion from the Hall/Hostel.

Mess

- 36. All residents should normally eat in the Hall/Hostel Mess.
- 37. Hall/Hostel Mess shall be managed by a Mess Committee, consisting of the Superintendent as Chairman, and three to five representatives of the residents elected monthly/quarterly in such a manner as may be determined by the Warden/Principal. The Mess Committee shall elect a student as its Secretary. The Superintendent shall also act as Treasurer.
- 38. A monthly statement showing the amount due from every resident will be submitted by the Mess Committee to the Superintendent by the 5th of every month.
- 39. No resident is permitted to have private cooking arrangement in the Hall/Hostel.
- 40. Residents are not allowed to take crockery and cutlery to their rooms.
- 41. Dining Halls will remain open during the time fixed for each meal, Residents will not be entitled to demand food outside these hours.
- 42. Residents attending the Dining Hall, Common Room and other Public places shall be in proper dress.
- 43. Servants belonging to the Mess are under the direct control of the Superintendent who is empowered to appoint or dismiss them at his discretion.
- 44. Residents must eat in the dining hall, which is run ordinarily on self-service basis. Any person found ordering his meals in a room without the permission of the Superintendent is liable to be fined or even expelled from the Hall/Hostel.

Common Room

- 45. For the recreation of the residents there is a Common Room in each Hall/Hostel where arrangements are made for indoor games.
- 46. The management of the Common Room shall vest in a Committee consisting of the Superintendent as Chairman and the Hall/Hostel Secretary who will be elected by the residents every year irrespective of the fact whether the new admissions for that academic year were complete or not. This Committee will frame rules for the use of the Common Room, which will be subject to the approval of the Warden/Principal.
- 47. No resident, except with the permission of the Superintendent, is allowed to keep a guest in the Hall/Hostel during the night.
- 48. Guests permitted to stay in the Hall/Hostel can dine in the Dining Hall and not in the students rooms.
- 49. Lady visitors (only mother and real sister) may be received in the lounge and not in any other part of the Hall/Hostel.

Prefects

- 50. Each Hall will have three prefects nominated by the Warden/Principal on the recommendation of the Superintendent. The number of Prefects may be increased or decreased according to the strength of the Hall/Hostel at the discretion of the Warden/Principal. The duty of the prefects will be to help the Hall/Hostel authorities in carrying on the various aspects of residential life in such manner as may be directed to do. The elected Hall/Hostel Secretary will be one of the Hall/Hostel prefects.

Distinguished Visitors

- 51. A visitor's book shall be kept in each Hall/Hostel, which is to be signed by each distinguished visitors.

Special Regulations for Girls Hall/Hostels

- 1. Resident students are expected to return to their Hall/Hostels soon after they finish their work in the Departments/Colleges. All residents shall be in the Hall/Hostel at the prescribed time.
On Sunday and other holidays permission of the Superintendent/ Warden/ Principal must be obtained if the residents have to go out of the Hall/Hostel.
- 2. In special cases, the Superintendent may permit a resident to stay out beyond prescribed time. In all such cases a late pass shall be issued by the Superintendent.
- 3. A resident may be permitted to stay out at night, once a fortnight with the permission of the Superintendent only at places permitted in writing by the parents/guardian and only when proper escort is provided.
- 4. Besides the long vacation and the winter or spring recess, girls may be allowed to go out of station on any other day provided the parents/guardians send a written request to the Superintendent.

5. All residents, at the time of admission, shall submit a list of visitors who may visit the residents in the Hall/Hostel and of those persons with whom the residents may go out. The list must be signed by the parents/guardians. A prescribed proforma shall be used for this purpose.
6. Visitors permitted by the parents/guardians may see the girls in the lounge at the prescribed day and time.
7. Residents are advised not to keep ornaments or other valuables in the room. The Hall/Hostel authorities will not be responsible for any loss.

These rules will also be applicable to Halls/Hostels, which the University/College may establish in rented building for the convenience of students. The Halls/ Hostels charges will remain the same.

آزاد جموں و کشمیر یونیورسٹی مظفر آباد
(ڈائریکٹوریٹ آف سٹوڈنٹس انجیرز)

ہاسٹل سیٹ الاٹمنٹ کا طریقہ کار برائے طلبہ

- جامعہ ہذا کے ہاسٹلز میں طلباء و طالبات کے حق میں ہاسٹل سیٹ الاٹمنٹ کے لیے درج ذیل طریقہ کار طے کیا جاتا ہے:
- ۱۔ طلباء و طالبات مروجہ ہاسٹل الاٹمنٹ فارم معہ مدد بیان حلقی جو کہ ڈائریکٹوریٹ ہذا، ڈیپارٹمنٹ سے براہ راست یا یونیورسٹی کی آفیشل ویب سائٹ اور ڈائریکٹوریٹ ہذا کے پورٹل سے ڈاؤن لوڈ کر کے پُر کرتے ہوئے بوساطت سربراہ شعبہ ڈائریکٹوریٹ ہذا کو 22 مارچ 2021 کو face to face کا مہر شروع ہونے سے قبل ارسال کریں گے۔ ڈائریکٹوریٹ ہذا میں فارم وصول ہونے کے بعد سیٹ الاٹمنٹ کی کارروائی عمل میں لائی جائے گی۔
 - ۲۔ طلباء و طالبات کو اپنے متعلقہ کیمپس میں موجود ہاسٹلز میں ہی سیٹ الاٹ کی جائے گی۔ لہذا طلباء و طالبات اپنے اپنے کیمپس میں موجود ہاسٹلز کے لیے اپلائی کریں گے۔
 - ۳۔ اگر پہلے سے ہاسٹلز میں رہائش پذیر طلباء و طالبات ڈیپارٹمنٹ کی منتقلی کے باعث نئے کیمپس میں موجود ہاسٹلز میں ٹرانسفر کرانا چاہتے ہوں تو ڈائریکٹوریٹ ہذا کے آن لائن پورٹل اور یونیورسٹی کی آفیشل ویب سائٹ سے ہاسٹل ٹرانسفر فارم ڈاؤن لوڈ کر سکتے ہیں نیز براہ راست ڈائریکٹوریٹ ہذا سے بھی فارم حاصل کر سکتے ہیں۔
 - ۴۔ ہاسٹل میں سیٹ الاٹمنٹ کے بعد طلباء و طالبات مسٹر دائر اپنی ہاسٹل نہیں جمع کروائیں گے جبکہ ہاسٹل میس کے واجبات علیحدہ سے چارج کیئے جائیں گے۔

لہذا طلبہ مطلع رہیں۔


ڈائریکٹوریٹ آف سٹوڈنٹس انجیرز

آزاد جموں و کشمیر یونیورسٹی مظفر آباد
(ڈائریکٹوریٹ آف سٹوڈنٹس انٹیرنل)

تاریخ: 03-12-2020

نمبر ڈی/3-2020/DSA/1733

ڈائریکٹر سٹوڈنٹس انٹیرنل

گورنمنٹ ہاسٹل

موضوع: گورنمنٹ ہاسٹل میں ڈسٹنٹ قائم رکھنے کے لیے ہدایات

مقامی محنتوں، انسداد میں تجربت کو گورنمنٹ ہاسٹل میں طالبان کی موجودگی میں سٹوڈنٹس انٹیرنل کے لیے ہدایات کی ضرورت ہے۔

- 1- گورنمنٹ ہاسٹل میں مقیم طالبان سے ہاسٹل کے In-Out پر سخت نگرانی کروائی جائے اور نہ جانے کی صورت میں طالبان کے والدین بذریعہ نوٹس اطلاع دی جائے اور طالبان سے گورنمنٹ ہاسٹل پر شام 06:00 بجے طالبان کی رہاؤں کال لائی جائے گی۔ ہاسٹل پر نگرانی سٹوڈنٹس انٹیرنل کے ذریعے کی جائے گی۔
- 2- اگر کوئی طالبان غیر حاضر ہے تو اسے ہاسٹل سٹاف کی جانب سے پوری نگرانی کی جائے گی اور اسے ہاسٹل سے باہر لایا جائے گا۔
- 3- اس بات کو یقینی بنایا جائے گا کہ کوئی بھی طالبان غیر ہاسٹل میں نہ رہے۔
- 4- کوئی بھی مہمان خاندان، مہمان طالبان یا ہاسٹل میں رات کو قیام نہیں کرے گا۔
- 5- ہاسٹل میں کوئی کارڈنگ یا ہاسٹل گورنمنٹ سے کم از کم ایک ملازمہ کی موجودگی میں ہاسٹل میں رات کی ذمہ داری سنبھالی جائے گی۔
- 6- ہاسٹل کے مین گیٹ پر موجود کوری کارڈز پر صورت حال اپڈیٹ کی جائے گی اور اس کے اوقات کار میں چیکنگ کی جائے گی۔
- 7- وقت کے ساتھ ساتھ طالبان کو ہاسٹل کارڈ لے کر ہاسٹل میں داخلہ دیا جائے گا۔
- 8- طالبان کی آگے کے لیے یہ ہدایات گورنمنٹ ہاسٹل کے ڈائریکٹر سٹوڈنٹس انٹیرنل کو دی جاتی ہیں۔

ڈائریکٹر سٹوڈنٹس انٹیرنل

محکمہ سٹوڈنٹس انٹیرنل
آزاد جموں و کشمیر یونیورسٹی مظفر آباد
گورنمنٹ ہاسٹل



186-

The University of Azad Jammu & Kashmir
Chelab Campus Muzaffarabad
(Directorate of Students Affairs)

SOPs for Hostels

1. Hostel facility will be provided only to those students who have cleared their pending/ current dues for the Hostel.
2. None of the hostel residents will be allowed to accommodate any guest i.e., evening class students or outsiders in their rooms.
3. The students who will join face to face classes on campus will have to pay all pending/ current dues of the hostel. Otherwise, they will not be allowed to stay in the hostels.
4. Cafeteria/Canteen will only be opened for take away.
5. All the students residing in the hostels will render certificate duly signed by the student and their parent that they will abide by all the SOPs for COVID-19 prescribed by the University of Azad Jammu & Kashmir during stay at hostels.
6. Any suspected case of COVID-19, the student should immediately keep in isolate and contact to University Officials for further referred to hospital, if required.
7. Wearing of masks and keeping of social distance will be compulsory for the students and staff in the Hostel premises.
8. Measuring the temperature of all boarders and staff at the time of entrance and exit.
9. On check-in, we will ask for your travel history from the last 14 days, so bring your signed health declaration form with you.
10. The social distancing of six feet will be mandatory in all areas to maintain the safety.
11. Boarders will be advised to keep protective gear like masks, sanitizer bottles, and hand gloves.
12. All Hostel staff will use sanitizer and face mask during the duty. The staff will also use disposable gloves and disposable cups as and where required.
13. All kitchen and service staff be tested for COVID-19 and screened for symptoms periodically.
14. Hand sanitizer and soap will be placed outside the hostel mess and at the entrance.
15. To ensure social distancing, the number of beds in the room will be placed with wide spacing and safe distance.

Note: Incharge hostels will be responsible for the implementation of above SOPs.


Director Students Affairs

CHAPTER 4 TRANSPORT POLICY

The University provides transport facilities in the form of university bus service ply in and around the city from early morning to late evening in order to pick and drop the university students. In addition, a shuttle service of university transport runs between the two campuses in the city i.e. City Campus and Chella Campus and campuses outside the city i.e. King Abdullah Campus Chattar Klass, Jehlum Valley Campus, Hattian Bala and Neelum Valley Campus Athruqam. Furthermore the university has limited number of buses so in order to allot the transport seats the policy of first come and first serve is adopted.

STUDY TOURS/ FIELD WORK

1. Students will be given one chance for study tour during their admission in a course.
2. Students undertaking tours for educational purposes in Pakistan shall be paid Rs. 30/- per day. Excess amount incurred will be met by the students themselves.
3. Deans/Directors/Chairmen of University Colleges/Institutes/Departments are authorized to depute teachers to accompany the students on tour within Azad Kashmir/Pakistan.
4. The amount incurred on study tours shall be subject to audit by the audit authorities.
5. Duration of study tour shall not exceed ten days at the maximum.
6. University transport shall not be provided for long distant cities like Quetta and Karachi to avoid depreciation and wear and tear charges. In case of long distant tours University transport shall be provided for the nearest Railway Station and rest of the Journey shall be undertaken by the train.
7. University transport shall not be provided for study tour if the number of students is less than 15.
8. One-day trips shall be allowed on the recommendations of the Chairman/Director of the concerned department only on holidays subject to the availability of transport. All the expenditure in case of one-day trips shall be borne by the students.
9. No one-day trip/study tour shall be allowed separately for the students residing in the hostels.
10. [University transport shall be provided for educational purposes and no transport shall be provided for political or organizational purposes. The Vice Chancellor, however, on the recommendation of concerned Dean may allow the use of University Transport in favour of students only on half of the rates fixed for private use for specific purposes.
11. University transport shall be provided on preferential basis for fieldwork of the students.
12. Only one teacher shall accompany the students during study tours but the duration, destination and number of teacher to supervise the field work shall be determined by the Head of the Department.
13. Field work/Study tours shall be conducted within the given resources and any extra amount, if involved, shall be borne by the students themselves.

آزاد جموں و کشمیر یونیورسٹی مظفر آباد
(ڈائریکٹوریٹ آف سٹوڈنٹس آفئیرز)

بس کارڈز کی اجرائیگی کا طریقہ کار برائے طلبہ

ڈائریکٹوریٹ ہذا سے بس کارڈز کی اجرائیگی کا درج ذیل طریقہ کار طے کیا جاتا ہے:

۱۔ طلباء و طالبات مردچہ پروفارمہ جو کہ ڈائریکٹوریٹ ہذا، ڈیپارٹمنٹ سے ہواہ راست یا یونیورسٹی کی آفیشل ویب سائٹ اور ڈائریکٹوریٹ ہذا کے پورٹل سے ڈاؤن لوڈ کر کے پڑھ کر تے ہوئے بوساطت سربراہ شعبہ ہمراہ نہیں چالان برائے مکمل سمسٹر ڈائریکٹوریٹ ہذا کو 22 مارچ 2021 کو Face to face کا سر شروع ہونے سے قبل ارسال کریں گے۔ ڈائریکٹوریٹ ہذا میں فارم وصول ہونے کے بعد کارڈز کی اجرائیگی کی کارروائی مکمل میں لائی جائے گی۔

۲۔ کارڈز صرف مکمل سمسٹر کی فیس جمع کرانے کی صورت میں ہی جاری کیئے جائیں گے۔

۳۔ طلبہ کی سہولت کے پیش نظر ٹرانسپورٹ فیس چھتر گا اس روٹ پر چلنے والی پرائیویٹ گاڑیوں کی قیمت کم طے کی گئی ہے۔ لہذا آڈٹ اعتراض کی وجہ سے بلدیہ حدود سے باہر واقع کیمپس کے طلباء و طالبات کے لینے طے شدہ ٹرانسپورٹ فیس میں کسی بھی قسم کی کمی / استثنائی کبھی کوئی گنجائش نہیں ہے۔

۴۔ یونیورسٹی ٹرانسپورٹ کی محدود نشستیں ہونے کی بنا پر پہلے آئیے اور پہلے پاسیے کے اصول کے تحت صرف پہلے 1000 طلبہ کو ٹرانسپورٹ کی سہولت میسر ہوگی۔ اس لینے مکمل سمسٹر کی ٹرانسپورٹ فیس جمع کرانے کی صورت میں ٹرانسپورٹ سیٹ الاٹ / بس کارڈز کی اجرائیگی مکمل میں لائی جائے گی۔

ٹرانسپورٹ عملہ ہجیر بس کارڈز کے کسی بھی سٹوڈنٹ کو بس میں بیٹھنے کی اجازت نہیں دے گا۔ لہذا طلبہ مطلع رہیں۔

Dr. M. A. Khan
2021/03/22
ڈائریکٹوریٹ آف سٹوڈنٹس آفئیرز

CHAPTER 5

VARIOUS PROFORMAS

Various proformas related to students are annexed herewith for the information of University Students. These proformas are available in the Departments, The Directorate of Students Affairs, official website of the University of Azad Jammu & Kashmir www.ajku.edu.pk/downloads and also at online portal of The Directorate of Students Affairs, www.dsa.ajku.edu.pk



THE UNIVERSITY OF AZAD JAMMU AND KASHMIR

DEGREE BRANCH EXAMINATIONS DEPARTMENT

Admin Block, University Campus, Chchla Bundi, Muzaffarabad - 13100, A.K.

Contact # 05822-960400 / 05822-959416 / 05822-960477 Fax #: +92-5822-960478 / +92-5822-960477

Website: www.ajku.edu.pk

E-mail Address: controller@ajku.edu.pk / deputy.controller.degree@ajku.edu.pk

190

DEGREE FORM

Name: (Block Letters) _____ (In Urdu) _____

Father's Name: (Block Letters) _____ (In Urdu) _____

CNIC No: _____

Nature of Degree / Certificate _____

Registration No. _____ Roll No. _____

Examination: Session: _____ Annual: _____ Term: _____

Marks / C.G.P.A. / O.P.M. Obt'd: _____ Out of _____ Division / Grade: _____ %age _____

Fee Deposited through Bank: Amount of Fee Deposited: _____ (In Numbers)

Draft / Amount of Fee Deposited: _____ (In Words)

HBL Challan No. _____ Date: _____

Bank Draft No. _____ Date: _____

Contact No: Mobile No: _____ / _____

Telephone / Res. / Office No: _____ / _____

E-mail Address: Hotmail _____ Gmail _____

_____ (In Urdu) _____

"Home / Permanent / Correspondence / Postal Address"

Address: _____

Post office / Post Code / _____

Village / Town / Sector / City: _____

I hereby declare that all the given particulars are correct:

Signature of the Candidate: _____

(English) _____ (Urdu) _____

Certify that we have no objection regarding issuance of this candidates Degree.

Dean / Chairman / Director / Co-Ordinator / Principal: _____

(In Case of Regular / College Candidates) Signature _____ Office Stamp _____

(OR)

Gazetted Officer Class-I: _____

(In Case of External / Private Candidates) Signature _____ Office Stamp _____

Attestation Authority Name, Designation, Department and C.N.I.C. No.

Name: _____ Designation: _____ Department: _____

C.N.I.C. No: _____

POSTAL ADDRESS / CORRESPONDENCE ADDRESS:-

Name: (Block Letters) _____

Father Name: (Block Letters) _____

C/O: _____

Address: _____

Post office / Post Code / _____

Village / Town / Sector / City / Tehsil / District _____

Contact No: _____



آزاد جموں و کشمیر یونیورسٹی
THE UNIVERSITY OF AZAD JAMMU & KASHMIR
DEGREE BRANCH EXAMINATIONS DEPARTMENT

Admin Block, University Campus, Chella Bandi, Muzaffarabad - 13100, A.K.
 Contact # 05822-960400 / 05822-960416 / 05822-960477 Fax #: +92-5822-960473 / +92-5822-960437

Website: www.ajku.edu.pk

E-mail Address: controller@ajku.edu.pk / deputy.controller.degree@ajku.edu.pk

APPLICATION FORM
 Verification / Correction of Degree / Revised / Duplicate Degree

Name: (Block Letters) _____ (In Urdu) _____

Father's Name: (Block Letters) _____ (In Urdu) _____

CNIC No: _____
 Verification of (✓) Degree DMC Result Intimation Merit/Position Certificate Gold Medal Certificate

Registration No. _____ Roll No. _____

Examination: Session: _____ Annual / Supply: _____ Term: _____
 Marks / C.G.P.A. / O.P.M. Out: _____ Out of _____ Division / Grade _____ %age _____

Fee Deposited through Bank Draft / Amount of Fee Deposited: _____ (In Numbers)
 Amount of Fee Deposited: _____ (In Words)
 HBL Challan No. _____ Date: _____
 Bank Draft No. _____ Date: _____

Contact No: Mobile No: _____ / _____
 Telephone / Res. / Office No. _____ / _____

E-mail Address: _____

Address: _____
 Post office / Post Code / _____
 Village / Town / Sector / City / _____
 Permanent District: _____

I hereby declare that all the given particulars are correct:
 Signature of the Candidate: _____ (English) _____ (Urdu)

Enclosed i.e. Photocopy of Degree / DMC / Result Intimation OR Merit / Position Certificate & Gold Medal Certificate along with Photocopy of National Identity Card & Original HBL Challan / Bank Draft.

Correction required: (in English) _____ (In Urdu) _____
 Instead of (in English) _____ (in Urdu) _____
 Enclosed i.e. (Documentary Proof of Correction OR Relevant Document)

Enclosed i.e.: 1. Photocopy of Degree / DMC / Result Intimation 2. Advertisement of 02 National News Papers.
 3. Copy of Original P.I.R. 4. Affidavit 5. Original Bank Challan / Draft 6. Photocopy of CNIC.

POSTAL ADDRESS / CORRESPONDENCE ADDRESS

Name: (Block Letters)	_____
Father Name: (Block Letters)	_____
C/O:	_____
Address: Post office / Post Code / Village / Town / Sector / City / District:	_____
Contact No:	_____

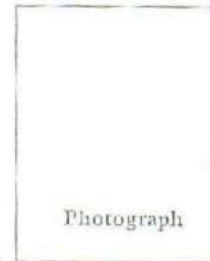


THE UNIVERSITY OF AZAD JAMMU AND KASHMIR

HOSTEL ALLOTMENT FORM

Instructions

- This form should be duly filled by the candidate.
- Attested copies of the following should be attached.
 - All result cards 2 copies
 - CNIC of student & Father/Guardian 2 copies each
 - Domicile 2 copies
 - Photograph 4 recent passport sized
- Incomplete application form shall not be entertained.
- During stay at hostel, the female students will be allowed to meet their real male relatives (brothers, father) in the hostel premises.
- Female candidate will be required to submit a Visitor Form duly attested by the father/guardian at the time of allotment of hostel.



Name: _____

Father's Name: _____

Department: _____ Discipline: _____ Session: _____

Religion: _____ CNIC# _____

Phone No. _____ Mobile # _____ E-mail: _____

Permanent Home Address: _____

Are you an employee yes no if yes please indicate official address of the organization and place of posting _____

Have you ever lived in hostel: yes no if yes, please answer the following:

Name of the hostel: _____

Period of Stay: _____

Academic Record

Examination	Year of Passing	Marks Obtained	Total	Subjects	Name of School/ College/University
Matriculation/O level					
F./F.Sc/A level or equivalent					
B./B.Sc/B.Com or equivalent					
BS/M.A/M.Sc/ LLB or equivalent					
Any other					

Note:

- No candidate can claim hostel accommodation facility as a matter of right.
- The University management reserves the right to cancel the hostel allotment at any time without assigning a...

Undertaking

I solemnly affirm and declare that:

1. I will follow all rules & regulations of the University of Azad Jammu & Kashmir, enforced from time to time.
2. I will not allow any guest to stay in my room after the sunset.
3. I will not allow any person to stay in my room who is involved in criminal, immoral or unlawful activities.
4. I will neither keep any kind of weapon with me nor allow any others to do so.
5. At the time of entry/exit, I will provide all required information in the entry register.
6. I will vacate the room and handit over the hostel management/administration before going home on vacations in case the hostel is close.

Signature of Student _____

Signature of Father/Guardian _____

CNIC [][][][] - [][][][][][][][]

CNIC [][][][] - [][][][][][][][]

Forwarded for necessary action please.

Head of the Department/Institute _____

FOR OFFICE USE ONLY

Office of the Director Students' Affairs _____

The hostel allotment of Mr./Ms. _____

CNIC # _____ Department of _____ has been approved at _____

Room # _____ Date of Allotment _____

Hostel Warden

Director Students' Affairs

مطابق ۱۹۵۰ء کے اسباب سے

بیان طغی

میں کسی _____ ولد _____ کلاس _____ سیشن _____
ذمہ داریت / ایشیائیوں _____ کیس میں _____
_____ ملنا قرار کرتا کرتی ہوں کہ میں آزاد ہوں و پختہ یونیورسٹی مظفر آباد کے داخل میں قیام رکھنے
کا ایک خواہش مند ہوں۔ میں ہر روز قرار کرتا کرتی ہوں کہ۔
۱۔ جب تک یونیورسٹی داخل میں قیام پر ہوں تب تک میں اپنے ذمہ داریت / ایشیائیوں کے داخل و اجازت / تادمگی سے متعلق کرانے کا ایک
پابندی ہوگی۔
۲۔ بیٹ الاٹمنٹ کی تاریخ سے تادمگی تک میں اسے ذمہ داریت / ایشیائیوں کے داخل و اجازت / تادمگی سے متعلق کرانے کا پابندی ہوگی۔

دعوت طالب علم / طالب

میں _____ والد / سرپرست متذکرہ کو بلا طالب علم / طالب ملنا قرار کرتا ہوں کہ میں ہر
داخل و اجازت ادا کرنے کے سلسلہ میں طالب علم / طالب کا خاص ہوں۔

دعوت

تاریخ _____ شامی کارڈ نمبر _____

-195-



The University of Azad Jammu & Kashmir Muzaffarabad
Directorate of Students Affairs

Hostel Transfer Form
(PLEASE FILL IN BLOCK LETTERS)

Staple your recent photo here
(Please don't paste)

Applicant's Name:

Father's Name:

NIC #:

Mobile #:

Class / Program:

Department:

Session:

Campus:

Name of Current Hostel:

Name of other Hostel where student want to transfer his/her seat:

I hereby solemnly declare and affirm that I want to transfer my already allotted seat from current Hostel to the other Hostel as mentioned above and all Hostel dues are cleared.

Applicant's Signature

It is certified that there is no disciplinary action under process against him/her at department level.

HOD's Signature & Stamp

Seat is vacant in the _____ Hostel and I have no objection on his/her seat transfer.

Incharge/Warden Hostel Signature & Stamp (The Hostel where student want to transfer)

It is certified that all the charges/dues of above student during his/her stay in this hostel are cleared. I have no objection on his/her seat transfer from _____ hostel.

Incharge/Warden Hostel Signature & Stamp (Current Hostel)

Date:

Director Students' Affairs

- 196 -



THE UNIVERSITY OF AZAD JAMMU & KASHMIR
DIRECTORATE OF STUDENTS' AFFAIRS

Office Ph: (+92)5822-950163
Email: dso@ajku.edu.pk | Web: www.dsa.ajku.edu.pk



(PLEASE FILL IN BLOCK LETTERS)



Applicant's Name:

Father's Name:

CNIC #:

Program:

Department:

Session:

Semester:

Hostel Name:

Room #:

Moblia:

Email:

Permanent Address:

I hereby solemnly declare and affirm that the information provided by me in this form is true and correct to the best of my knowledge. In case of any mistake/error in the information provided by me, I'll be responsible for that.

Applicant's Signature

Warden's Signature & Stamp

DIRECTOR
STUDENTS' AFFAIRS

- 197 -

THE UNIVERSITY OF AZAD JAMMU AND KASHMIR
King Abdullah Campus Chattar Klass

TRANSPORT REGISTRATION FORM

Card Number _____
(If already issued)

Challan No: _____

Challan Date: _____

Name: _____

Father's Name: _____

Date of Birth: _____ CNIC No: _____

Postal Address: _____

Write your name
behind the
photograph and
attach here with
stapler

Contact No: _____ Contact No. of Guardian: _____

Department/Institute of _____ Faculty of _____

Program: _____ Session: _____

Semester: _____ Roll No: _____

Registration No: _____

Station (Pick & Drop):

Muzaffarabad to Chattar Klass

Signature of Applicant: _____

Date: _____

Signature of Guardian: _____

It is certified that the student has submitted his/her transport charges of Rs. _____ for 05 months.

Dated: _____

Signature and Stamp of HoD

-198-

RULES & REGULATION

Interested students in using University Transport must follow the following rules.

1. Transport facility is provided on semester basis (05 months). Failure to pay dues in time could result in suspension from transport facility.
2. In case of summer classes, students will pay transport charges for the period.
3. Transport facility is available only on specific routes defined by the authorities. Routes are not meant to be changed to accommodate individuals.
4. Partial payment of transport is not an option. This applies to all and there is no exception.
5. There are NO REFUND or partial payments after signing up for the transport facility.
6. Every student must carry his/her BUSPASS and must show it when asked.
7. All students must follow the general disciplinary rules. Violation of these rules could result in punishment in the form of fines, revocation of transport facility.
8. Carrying any kind of weapons is not allowed.
9. Every student will strictly follow the timings of transport (Bus) for each stop.
10. Smoking, music and misbehaviour with the fellows and transport staff is strictly prohibited.
11. The transport dues may change w.r.t. change in fuel price.
12. Fee schedule is as under:-

Fee per semester (05 months)

Sr. No.	Station (Pick & Drop)	Fee
01	Muzaffarabad to Chattar Klass	8000/-

I read and understood the above rules and regulations and I'll abide by these rules. I will deposit my transport dues in time according to the university notification.

Student Signature

Father's/Guardian's Signature

CNIC: _____

CNIC: _____

آزاجوں و کشمیر یونیورسٹی منٹلز آباد
درخواستہ ایکس سسٹم عملدرآمد کئی

- _____ (۱) - لکھنؤ کی ایکس
- _____ (۲) - شہر
- _____ (۳) - ایم اے ایف ایم
- _____ (۴) - ریٹائر
- _____ (۵) - سسر
- _____ (۶) - بیٹس
- _____ (۷) - ریٹائرمنٹ
- _____ (۸) - پروگرام
- _____ (۹) - طالبان
- _____ (۱۰) - نویت کئی

۲۰۰۰ء تک پیشہ پوری کر کے آگے لے کر آگے

نمبر	تفصیل کئی	نمبر شمار

دفعہ ۱۰۰

آزاد جموں و کشمیر یونیورسٹی منٹائزر آباد پر وقار سے ایچ کیس مسز سہیلہ محمد راشد ٹیٹھی

- _____ (۱) پندرہ روپیہ گیپس
- _____ (۲) شہد
- _____ (۳) نامہ ملا نظام
- _____ (۴) روٹی
- _____ (۵) مسز
- _____ (۶) سیشن
- _____ (۷) راجدیشن نمبر
- _____ (۸) پی گرام
- _____ (۹) ٹائپنگ نمبر
- _____ (۱۰) نوٹ کیس

(مسز سہیلہ محمد راشد ٹیٹھی کے لیے) (۲۰۲۳ء کے لیے)

تفصیل	ماتہ مستردہ	ماتہ (۲۰۲۳ء کے لیے) (۲۰۲۳ء کے لیے)	نمبر

(Stamp)
(Stamp)

- 201 -



The University of Azad Jammu & Kashmir
Directorate of Students' Affairs

Application form for Student Card/
Duplicate Student Card

Staple your recent photo here
(Please don't paste)

(PLEASE FILL IN BLOCK LETTERS)

Applicant's Name:

Father's Name:

Class / Program:

Department:

Session:

Campus:

Registration No:

Address:

Blood Group:

NIC #:

Mobile #:

I hereby solemnly declare and affirm that the information provided by me in this form is true and correct to the best of my knowledge. In case of any mistake/error in the information provided by me, I'll be responsible for that.

Applicant's Signature

HOD's Signature & Stamp

Director Students' Affairs

Date:

Note: First time Student Cards are generated through UMIS and sent to the relevant Department

202-



THE UNIVERSITY OF AZAD JAMMU & KASHMIR
(Directorate of Students Affairs)

SOCIETY EVENTS/ACTIVITY PROFORMA

Society Name: _____

Date of Event: _____

Title of Event: _____

Proceedings/Summary:

Participants:

Topic:

Judges:

Chief Guests:

Prize Distribution:

Position Holders:

203-



THE UNIVERSITY OF AZAD JAMMU AND KASHMIR

(DIRECTORATE OF STUDENTS AFFAIRS)

STUDENTS TRIP PROFORMA

NAME OF DEPARTMENT _____

TRIP TITLE _____

TRIP AREA _____

TOTAL NUMBER OF STUDENTS _____ MALE _____ FEMALE _____

PROPOSED DATE OF TRIP _____

STUDENTS DETAILS: CL & GR.

STUDENT NAME	CLASS/ PROGRAM	SEMESTER	PHONE No.

TRIP SUPERVISOR DETAILS: (PREFERABLY ONE MALE AND ONE FEMALE PERMANENT FACULTY MEMBER SHOULD ACCOMPANY THE STUDENTS AS TRIP SUPERVISORS)

NAME OF TRIP SUPERVISOR(MALE)	
Designation: Permanent/Contract/Visiting	
Contact Number	
NAME OF TRIP SUPERVISOR(FEMALE)	
Designation: Permanent/Contract/Visiting	
Contact Number	

Signature of Director/ Chairman

Sanctioned by Dean

Forwarded by

Approved by

Director Students Affairs

Director (F&P)

Note:

Students are strictly bound to return in time. The maximum permissible time limit is from 6:00 AM to 10:00 PM. All concerned are bound to follow timings strictly.

204

Annexure - I

THE UNIVERSITY OF AZAD JAMMU AND KASHMIR

COURSE REGISTRATION FORM

Examination Copy (Original)
Department Copy
Registration Copy
DSA

Department /Institute: _____ Faculty: _____

Name: _____ Father's Name: _____

Program: _____ Semester: _____ Fall/Spring/Summer/Winter (YYYY)

Session: _____ Registration No. : _____

Class Roll No. _____

Course Registration for

Sr. No	Course Code	Course Title	Credits
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
Total Credits			

The Upper limit of credit hours for normal and optional semester(s) are 26 and 12 respectively.

I certify that

- I have deposited the department dues Rs. _____ (Last dates: Normal fee _____ : late fee _____) vide Chaffan No. _____, Dated _____
- I am taking _____ credit hours for this semester.

(Student)

Signatures

(Admission Committee)

Chairman

205-



THE UNIVERSITY OF AZAD JAMMU & KASHMIR
(Directorate of Students Affairs)

Students Misconduct Proforma

Name of Faculty: _____

Name of Department: _____

Cause of Accident: _____

Detail of Accident/Incident:

Lined area for writing the details of the accident/incident.

Details of Students:

Students Name	Class/Program	Semester	Phone No.

Director/Chairman

200, 436 -

SEMESTER RULES
FOR
MASTERS/BS/LLB etc.
DEGREE PROGRAMME
SESSIONS
2011-13, 2011-15, 2011-16
AND ONWARD

Handwritten signature



THE UNIVERSITY OF AZAD JAMMU & KASHMIR
MUZAFFARABAD

NOTIFICATION

Dated: 29-02-2012

No. F-37/37th Sy/(I-III AC)/1104-11/2012. On the recommendations of the 16th meeting of the Academic Council, the Syndicate in its meeting held on 27-01-2012, approved the Revised Semester Rules for the following degree programmes (copies enclosed):

Program	Duration
M.A, M.Sc., MBA, M. Com, M. P.A.	02 Years Degree Program
LL.B.	03 Years Degree Program
DBA, BS, B.Sc., BFA, BA-Education, B. Ed Hons	04 Years Degree Program
BA-LLB, DVM.	05 Years Degree Program


(Prof. Dr. Muhammad Qayyum Khan)
Registrar

Copy of the above to:-

1. Secretary to the Vice Chancellor
2. ✓ All Deans of the Faculties *Sciences.*
3. The Controller of Examinations, Muzaffarabad
4. The Director Students Affairs, Muzaffarabad
5. The University Advisor, City Campus, Muzaffarabad
6. Master file


Deputy Registrar
(Meetings)

Revised Semester Rules

Subsequent to the meetings of SRC on Dec. 30, 2010, Jan. 20, 2011 and Jan. 27, 2011, revised semester rules are presented below:

The following rules pertaining to 2-year, 3-year, 4-year and 5-year degree programs offered by The University of Azad Jammu and Kashmir will be called as Semester Rules:

The University of Azad Jammu and Kashmir will herein after be referred to as UAJK.

Department/ Institute/ centre will herein be referred to as department while the Chairperson/ director will herein after be referred to Head of Department (HOD). Controller Examination will be written as CE, Director Students Affairs as DSA and Departmental Examination Committee (DEC).

The duration for various degree programs offered will be as follows:

Program	Duration
MA, MBA, MCom, MPA, MS, MSc	2-Year
LLB	3-Year
BBA, BS, BSc, BFA, BA-Education, B.Ed.-Honours,	4-Year
BA-LLB, DVM	5-Year

200

Existing	Revised
<p>Duration of Semester:</p> <p>Normal semester: 18 working weeks (125 days) 16 weeks for teaching (102 days) 01 week for conduct of exam (07 days) 01 week for preparation of result (07 days)</p> <p>Summer/ Winter semester: 10 working weeks (70 days) 08 weeks for teaching (56 days) 01 week for conduct of exam (07 days) 01 week for preparation of result (07 days)</p> <p>Calendar Year:</p> <p>Fall semester: 1st week of September to 2nd week of January Spring semester: 1st week of February to 2nd week of June Summer Semester (optional): 3rd week of June to last week of August Winter Semester (optional): ??</p> <p>Summer/ Winter Semesters:</p> <p>The approval of semester will be given by the Vice Chancellor on the recommendations of the chairman of the department. A minimum of 10 students is must with a fee of Rs. 4000/- per course per student or Rs. 40,000.00 shared between the applicants.</p> <p>Admissions:</p> <p>Admissions are offered to suitable candidates in various degree programs by advertisement through print and electronic media</p>	<p>1. Calendar Year:</p> <p>Normal semester: 20 working weeks (140 days) Weekly off: (2 days) Teaching: (18 weeks) (103 days) Exam + Result: (02 weeks) (18 days) 10 working weeks, (70 days) Weekly off: (09 days) Teaching: (08 weeks) (49 days) Exam + Result: (02 weeks) (12 days)</p> <p>Calendar Year:</p> <p>Summer Stations</p> <p>Spring Semester: 2nd week of February to 2nd week of June Summer Semester (optional)/ Break: 3rd week of June to last week of August Autumn Semester: 1st week of September to 4th week of January Winter Break: 1st and 2nd weeks of February</p> <p>Winter Station</p> <p>Spring Semester: 2nd week of March to 1st week of August Summer Break: 2nd and 3rd weeks of August Autumn Semester: 3rd week of August to last week of December Winter Semester (optional)/ Break: 1st week of January to 2nd week of March</p> <p>Summer/ Winter Semesters:</p> <p>The optional semester will be allowed by the Dean of concerned faculty after recommendations/ justifications of HOD only if a minimum of 7 students are there to register. However, if the total number of registered students for a course is 10 or less, summer/ winter semester may be arranged only if the number of applicants is 50% or more of the originally registered students. Fee for this semester (Rs. 40,000/-) will be borne by the applicants.</p> <p>2. Admissions:</p> <p>a. Admissions will be invited by the Registrar to suitable candidates in various degree programs by advertisement through print and electronic media Director Students Affairs (DSA) will coordinate with the departments for the content of the advertisement well in advance.</p> <p>b. The following age limits at the terminal date of submission of applications will be used as eligibility criterion in various programs: After 14 years of education: 25 years.</p>

2/10-

Existing	Revised
<p>The number and composition of seats is determined by the competent authority.</p>	<p>After 12 years of education: 20 years</p> <p>c. (i) The number and composition of seats for 2-year degree program will be as follows: Total seats = 52; Normal Merit (AJK Nationals): 20; Refugees: 04 + 02; Self Finance = 10; Reserved quota = 16</p> <p>(ii) The number for seats for 3 /4/ 5-year levels will also be 50 with same composition of seats.</p> <p>Any change in number and composition of the seats will be notified by the Registrar and properly circulated well in advance of admission.</p> <p>d. In case seats remain vacant, 2nd, 3rd ... lists may follow but not later than 3rd week of semester. However, the percentage of attendance for students admitted by 2nd or 3rd lists will be counted from the date of their admission.</p> <p>e. Admissions on the reserved seats for 2-year Masters programs will be processed by the university. The applicants will be required to submit the duly filled application form along with a proof of claim for the particular category. The merit will be determined by the formula: $\%age = \frac{\%age\ of\ HSSC\ marks + Graduation\ marks + Subject\ marks}{1200} \times 100$</p> <p>Where graduation marks will be calculated out of 900 and subject marks out of 200</p> <p>If BOS of a discipline desires, entry test (with a percentage of not more than 30% of total merit) may also be included in the formula for determination of merit.</p> <p>f. For programs starting after 12 years of education, the merit will be determined by the following formula.</p> $\%age = \frac{\%age\ of\ SSC\ marks + HSSC\ marks}{1200} \times 100$ <p>Where HSSC marks will be calculated out of 1100.</p> <p>If BOS of a discipline desires, entry test (with a percentage of not more than 30% of total merit) may also be included in the formula for determination of merit.</p> <p>g. The candidates selected against reserved seats must join the department latest by 3rd week of semester.</p>
<p>For 3/ 4/ 5-year programs the merit determination varies from department to department.</p>	
<p>Reserved seats, if falling vacant—No well defined rules.</p>	

Existing	Proposed
<p>Readmission to the same discipline will be given to a dropped off student on priority basis under same category.</p> <p>Prescribed fee for Normal/ Self Support on University Chellan forms will be deposited in the prescribed time frame. 1st week normal fee; 2nd week 10% increased to normal fee; 3rd week no registration allowed.</p> <p>Dues for extra semesters— no well defined rules.</p> <p>Registration: Duration of various degree programs is as follows: 2 Years program: 4-6 semesters 4 Years program: 8-12 semesters 5 Years program: 10-13 semesters</p> <p>Registration of Courses: a. Students are required to register the courses opted for on the prescribed university registration forms which will be processed by the route: Department to DSA to Registration Counter to Examination Counter and back to department (student copy).</p> <p>o. The students may register between 15 to 24 credit hours/ week for normal semesters while for summer/ winter semester the maximum limit is 12 credit hours/ week.</p>	<p>i. Readmission to the same will be given to a dropped off student on priority basis under same category if the seat is vacant. Otherwise, admission will be granted and the total number of students may exceed 50.</p> <p>j. Prescribed fee for Normal/ Self Support on University Chellan forms will be deposited in the prescribed time frame (1st week normal fee; 2nd week 10% increased to normal fee; 3rd week no registration allowed consequently repeating of semester with next session).</p> <p>k. The dues for the semester(s) exceeding the normal duration of the program (5th & 6th, 9th to 12th, 11th & 15th) will be Rs. 3000.00 per course both for normal and self financed categories.</p> <p>3. Registration: Duration of various degree programs is as follows: 2 Year program: 4-6 semesters 4 Year program: 8-12 semesters 5 year program: 10-15 semesters</p> <p>Registration of Courses: a. Students are required to register the courses opted for on the prescribed fee and departmental course registration forms according to 2 (i) (redesigned, Annexure II). The duly filled in forms will be segregated by the department and a copy will be sent to DSA, Registration and Examination each within 30 days of commencement of semester.</p> <p>b. The students may register between 15 to 24 credit hours/ week for normal semesters while for summer/ winter semester the maximum limit is 12 credit hours/ week. However, for SVM degree (5 year program) the maximum limit will be 30 and 15 credit hours/ week for normal and winter semesters, respectively.</p> <p>c. A taught course may have a credit value up to 4.</p> <p>d. Research course (Thesis) will be registered only in the final semester of the program.</p>

212-

Existing	New
<p>Examination:</p> <p>Date sheet for terminal examinations will be notified by the Controller of Examination (CE). The teacher concerned will submit the sessional award list.....</p> <p>Failed courses will not be reflected with F grades in the results. Withdrawal of Course(s): No existing rules</p> <p>a. Number of repeat courses: No existing rules</p>	<p>4. Examination:</p> <p>a. All the examinations will be held on campus with proper information to the dean of the concerned faculty.</p> <p>b. Date sheet for terminal examinations (only on campus) will be sent to the Dean of concerned faculty for information.</p> <p>c. After the terminal examination, the instructor will prepare the manually filled award list in duplicate. Award list will be sent to CE for tabulation on prescribed result sheet while the courier file of the award list will be retained by the Departmental Examination Committee (DEC) for preparation of semester result. DEC of each department will be responsible for the scrutinizing the posted result in Examination department after each semester. CE will notify the result and issue the final transcript only on the completion of the degree. Whereas the semester results will be issued by the DEC / HOD (Annexure II) only after the issuance of letter by the Semester Desk (Examination) verifying the scrutiny of the semester result.</p> <p>d. Failed courses will be reflected with F grades in the results.</p> <p>e. Withdrawal of Course(s): The Dean of the faculty may grant the request of a student to withdraw the course(s) before 15th week of the semester. However, the remaining courses should not fall short of the minimum requirement of the course load for a semester. If allowed, the course will be reflected in the transcript as W-grade and will not be included in the calculation of the result. The course will be repeated with the succeeding class.</p> <p>f. Maximum number of repeat courses for a single student of degree program will not exceed 10% of the credit hours approved for that program. (For a 60 credit hour degree this limit will be 6 courses while for a degree of 120 credit hours a maximum of 12 courses can be repeated. If percentage comes in fractions, the fractions may be rounded off to the nearest credit scheme, as the case may be).</p>

Existing

Evaluation and Grading:

The students are evaluated and resultantly graded on GPA/ CGPA scale of 4.0.

- a. Earned Grade Point system
- b. A minimum of 50% marks will be required to pass a theory course.
- c. For a course in which lab work is also included passing in total is required.
- d. The break up of marks will be as follows:

Credits	Sessional Marks			Terminal Marks	Total Theory Marks	Lab Marks
	Test	Quiz	Assignment			
3 + 1	32	4	4	40	80	20
2 + 1						

Lab independent courses:

Test	Quiz	Assignment	Terminal	Total
30	10	10	50	100

Grades:

GPA/ CGPA	Letter Grade (LG)
4.0	A
3.00 to 3.99	B
2.00 to 2.99	C
Below 2.00	F
Incomplete	I

Promotion Rules:

- 1. 2-Year Master Program
GPA/ CGPA linked promotions

Revised

5. Evaluation and Grading:

Percentage grading system shall be used for marking and preparation of result.

- a. One credit will be equal to 50 marks. (A 4-credit course will carry 200 marks while a 1-credit course will carry 50 marks).
- b. A minimum of 50% marks will be required to pass a theory course.
- c. For a course in which lab work is also included, each part has to be passed separately by securing atleast 50% of the allocated marks.
- d. Each course will be evaluated from 100 marks with following break up:

Credits	Sessional Marks			Terminal Marks	Total Theory Marks	Lab Marks	Total Marks
	Test	Quiz	Assignment				
3 + 1	25	5	5	40	75	25	100
2 + 1	22	5	5	35	67	33	100
1 + 1	15	5	5	25	50	50	100

Lab independent courses:

Test	Quiz	Assignment	Terminal	Total
30	10	10	50	100

Later on, the marks will be given as per credit scheme.

Grades:

Numeric Value (NV)	Letter Grade (LG)
90 % and above	A+
80 to 89.9 %	A
72 to 79.9 %	B+
55 to 71.9 %	B
50 to 54.9 %	C
Below 50 %	F
Course Withdrawn	W

6. Promotion Rules:

- 1) 2-Year Master Program
A student has to pass
GPA/ CGPA linked promotions

- 214 -

Existing	Revised
<p>II. 4 (and 5-Year) Bachelor Programs GPA/CGPA based promotions</p>	<p>promotion to next semester;</p> <p>i. a minimum of 70% of credits opted for in 3rd and 4th semesters each for promotion to next semester or award of degree, respectively. (If percentage comes in fractions, the fractions may be rounded off to the nearest credit scheme, as the case may be.) The student will be granted ONLY ONE CHANCE on failing in either (a) or (b). Failure to comply with the promotion requirements will lead to termination of admission to the program.</p> <p>ii. 5th and 6th semesters are for the completion of requirements of the degree, if necessary.</p> <p>III) 3-Year Bachelor Programs</p> <p>iii. A student has to pass</p> <p>a. a minimum of 60% of credits opted for in 1st to 3rd semesters each for promotion;</p> <p>b. a minimum of 70% of credits opted for in 4th to 6th semesters each for promotion to next semester or award of degree, respectively. (If percentage comes in fractions, the fractions may be rounded off to the nearest credit scheme, as the case may be.) The student will be granted FIRST CHANCE on failing in iii (a) and LAST CHANCE on failing in iii (b). First chance will not be applicable in the second half of the program. Failure to comply with the promotion requirements will lead to termination of admission to the program.</p> <p>iv. 7th to 8th semesters are for the completion of requirements of the degree, if necessary.</p> <p>III) 4-Year Bachelor Programs</p> <p>v. A student has to pass</p> <p>a. a minimum of 60% of credits opted for in 1st to 4th semesters each for promotion;</p> <p>b. a minimum of 70% of credits opted for in 4th to 8th semesters each for promotion to next semester or award of degree, respectively. (If percentage comes in fractions, the fractions may be rounded off to the nearest credit scheme, as the case may be.) The student will be granted FIRST CHANCE on failing in v (a) and LAST CHANCE on failing in v (b). First chance will not be applicable in the second half of the program. Failure to comply with the promotion requirements</p>

Existing	Proposed
<p><u>Medical Cases:</u> Special mid-term/ terminal exam(s) will be arranged for the students who are unable to appear in the said exam(s) provided that the medical board constituted by the university comprising of University physician, Dean of faculty and one to two senior faculty members of the department approves the case.</p>	<p>will lead to termination of admission to the program.</p> <p>vi. 9th to 10th semesters are for the completion of requirements of the degree, if necessary.</p> <p>vii. 5-Year Bachelor Programs</p> <p>viii. A student has to pass</p> <ol style="list-style-type: none"> a minimum of 60% of credits opted for in 1st to 5th semesters each for promotion; a minimum of 70% of credits opted for in 6th to 10th semesters each for promotion to next semester or award of degree, respectively. (If percentage comes in fractions, the fractions may be rounded off to the nearest credit scheme, as the case may be) <p>The student will be granted FIRST CHANCE on failing in vi (a) and LAST CHANCE on failing in vii (b). First chance will not be applicable in the second half of the program. Failure to comply with the promotion requirements will lead to termination of admission to the program.</p> <p>viii. 11th to 15th semesters are for the completion of requirements of the degree, if necessary.</p> <p>v) Final transcript (Annexure III) will reflect the moderated cumulative percentage (dropping of fractions up to aa.4 while raising the above ones to higher numbers) of all the semesters and Letter Grade will be given, accordingly.</p> <p>vi) A student has to secure a minimum of 50% cumulated percentage. If a student's fulfills are other degree requirements and yet fall short of this number, a special exam will be conducted within 05 weeks of the result. The student may choose three courses out of the passed courses in which lowest marks are scored. Failing in raising the percentage to 50% will result in the dropping out of the program without degree.</p> <p><u>7. Medical Cases:</u> Special mid-term/ terminal exam(s) will be arranged for the students who are unable to appear in the said exam(s) provided that the case is intimated to the HOD on the date of the exam or one day earlier. However, a medical 'poor' by a registered medical practitioner of concerned city (Kochi or Muffarabad or Rawalakot) for the incapability of the student to sit in the exam must be submitted to DEPT HOD within two days of the date of paper. However, in case of exceptional emergency, a copy received by the Registrar, medical department of the university.</p>

Existing	Revised
<p><u>Semester Freezing:</u> For genuine medical reasons, a student may get the semester frozen. In such cases, if the request is made within 30 days of the commencement of the semester, the semester fee will be transferable to the next semester. For all other reasons the fee will not be transferable to the next semester. A candidate who had got his/ her semester frozen may also be registered in next semester. S/he will repeat the frozen semester when offered by the department. However, the duration of the degree will remain the same.</p>	<p><u>Semester Freezing:</u> For genuine medical reasons, a student may get the semester frozen. In such cases, if the request is made within 30 days of the commencement of the semester, the semester fee will be transferable to the next semester. For all other reasons the fee will not be transferable to the next semester. A candidate who had got his/ her semester frozen may also be registered in next semester. S/he will repeat the frozen semester when offered by the department provided that: the scheme of study permits so. In case, there is a prerequisite of studying/ passing the specific course(s) for registering new course(s), the department may ask the student to wait for a semester and complete the requirements before registering for the new semester. Such cases have to be supported by the recommendations of the Board of Study (BOS) of concerned department. However, the duration of the degree will remain the same.</p>
<p><u>I-Grades:</u> In case a candidate is unable to appear in part or whole of the Final Examination of a semester on medical grounds, he/ she may be allowed to appear in a special final examination to be arranged by the Department/ Institute/ University College, provided that:</p> <ul style="list-style-type: none"> a) He/ she fulfills/ the condition of minimum required attendance, i.e. 80%. b) University Medical Board comprising Medical Officer of the University and one senior faculty member of the respective discipline authorized by the Vice Chancellor will check the genuineness of the case and its decision shall be considered as final. c) Special examination (if decided) should be conducted within 15 days after the terminal examination. If a student is unable to appear in the special exam arranged, he/ she shall be considered absent and shall be awarded be an "I" (incomplete) grade in respective course(s). Such a student should register himself/ herself in "I" grade course(s) in the forthcoming semester when that particular course(s) is/ are offered and such a student shall not be placed on probation (17-cl. clause 17). 	<p><u>I-Grades:</u> No I-grades will be given as the issue already addressed in clauses 7 and 8, collectively.</p>

217-

Existing	Revised
<p>d) An ^{1st} grade course(s) shall be offered to the student provided that the maximum work load on him/ her should not exceed 24 credits.</p>	
<p>Special Examination: In case of death of blood relatives (brother/ sister/ mother/ father) of a candidate, subject to the provision of death certificate from concerned authority the departmental examination committee will conduct mid-term and/ or terminal examination within 15 days as a special case failing which he/ she shall be considered failed in that course(s).</p>	<p>10. Special Examination: In case of death of blood relatives (brother/ sister/ mother/ father) or spouse/ ward(s) of a candidate, subject to the submission of an affidavit about the same by the student, DEC will conduct mid-term and/ or terminal examination within 15 days as a special case failing which he/ she shall be considered failed in that course(s).</p>
<p>Gold Medal The Gold medal will be awarded to the student who stands first in the discipline, obtains at least 3.5 CGPA and never fails in his/ her class...</p>	<p>11. Gold Medal: The Gold medal will be awarded to the student who secures first position on the basis of the cumulative percentage, provided that the degree is completed in the normal duration and no course has been repeated. In case, the moderated cumulated percentage for two or more students is the same, award will be decided on the basis of non-moderated percentage up to third decimal point.</p>
<p>Cancellation of Admission: If a student, absented him/ herself for a continuous period of four weeks after the commencement of classes as per schedule, his/ her admission shall stand cancelled without prior notice/ notification.</p>	<p>12. Cancellation of Admission: If a student absents him/ herself for a continuous period of seven lectures, his/ her registration in that particular course(s) shall stand cancelled without prior notice/ notification. The student will be required to repeat the course with the succeeding class.</p>
<p>Preparation of Course File: Maintenance of course file is compulsory for the teacher. It will have a complete record of everything happened during the Semester. The course file be consisting of:</p>	<p>13. Preparation of Course File: Maintenance of course file is not compulsory for the teacher. Instead the teacher is required to submit all the question papers/ assignment questions along with appropriate key for an offered course to DEC which will file all the question papers given to students in a semester.</p>
<p>Extra time to research students: No existing rule</p>	<p>14. Extra time to research students Extra time (up to 6 weeks) may be allowed by the Dean of the faculty for those students who have opted for the research paper in Master program on the recommendations of the supervisor and forwarded by HOD</p>
<p>DEC performance: No existing rule</p>	<p>15. DEC performance DEC Performance for completion of Self Assessment Report (SAR) given by the Dean</p>

Existing	Revised
<p><u>"I" grade.</u></p> <p>d) An "I" grade course(s) shall be offered to the student provided that the maximum work load on him/ her should not exceed 24 credits.</p>	
<p><u>Special Examination:</u></p> <p>In case of death of blood relatives (brother/ sister/ mother/ father) of a candidate, subject to the provision of death certificate from concerning authority the departmental examination committee will conduct mid-term and/ or terminal examination within 15 days as a special case failing which he/ she shall be considered failed in that course(s).</p>	<p><u>10. Special Examination:</u></p> <p>In case of death of blood relatives (brother/ sister/ mother/ father) or spouse/ ward(s) of a candidate, subject to the submission of an affidavit about the same by the student, DEC will conduct mid-term and/ or terminal examination within 15 days as a special case failing which he/ she shall be considered failed in that course(s).</p>
<p><u>Gold Medal</u></p> <p>The Gold medal will be awarded to the student who stands first in the discipline, obtains at least 3.5 CGPA and never fails in his/ her class...</p>	<p><u>11. Gold Medal:</u></p> <p>The Gold medal will be awarded to the student who secures first position on the basis of the cumulative percentage, provided that the degree is completed in the normal duration and no course has been repeated. In case, the moderated cumulated percentage for two or more students is the same, award will be decided on the basis of non-moderated percentage up to third decimal point.</p>
<p><u>Cancellation of Admission:</u></p> <p>If a student absented him/ herself for a continuous period of four weeks after the commencement of classes as per schedule, his/ her admission shall stand cancelled without prior notice/ notification.</p>	<p><u>12. Cancellation of Admission:</u></p> <p>If a student absents him/ herself for a continuous period of seven lectures, his/ her registration in that particular course(s) shall stand cancelled without prior notice/ notification. The student will be required to repeat the course with the succeeding class.</p>
<p><u>Preparation of Course File:</u></p> <p>Maintenance of course file is compulsory for the teacher. It will have a complete record of everything happened during the Semester. The course file be consisting of:</p>	<p><u>13. Preparation of Course File:</u></p> <p>Maintenance of course file is not compulsory for the teacher; instead the teacher is required to submit all the question papers/ assignment questions along with appropriate key for an offered course to DEC which will file all the question papers given to students in a semester.</p>
<p><u>Extra time to research students:</u></p> <p>No existing rule</p>	<p><u>14. Extra time to research students</u></p> <p>Extra time (up to 6 weeks) may be allowed by the Dean of the faculty for those students who have opted for the research paper in Master program on the recommendations of the supervisor and forwarded by HoD</p>
<p><u>DEC performance:</u></p> <p>No existing rule</p>	<p><u>15. DEC performance</u></p> <p>DEC Profile for completion of Self Assessment Report (SAR) must be filed in the Departmental Website.</p>

2017

Guidelines and Format for setting Question Paper of PhD Comprehensive Examination

Guidelines as per Rules

- o Three courses out of the approved list of courses (selected by the candidate)
- o Entire syllabus for each course as approved by BOS
- o Test for intellectual maturity in the subject
- o Marked answer scripts to be submitted within seven days of the examination

Format for Written Part

Each paper will consist of two parts.

Part 1: Objective type questions (40%) --- Fill in the blanks/ MCQ's/ Short Questions

Part 2: Subjective questions (60%)

Following format is to be used for printing of paper.

The University of Azad Jammu & Kashmir
Department of Chemistry

Comprehensive Examination for PhD

Course Code: CHM-_____

Maximum Marks: 50

Course Title: _____

Time Allowed: One hour

Note: Attempt all the questions.

Part 1	
Fill in the blanks/ MCQ's/ Short Questions (Twenty questions carrying one mark each)	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
Part 2	
Number of questions: 4-6	
May be a single question or subdivided into two parts, at the most	
Q1.	
Q2.	
Q3.	
Q4.	
Q5.	

Oral examination: 50 marks of each paper

To Pass 50 % score is minimum requirement in written part of each paper.

To pass overall B Grade (50%) is minimum requirement in Written and Oral parts, separately.

-220-

Annexure I

THE UNIVERSITY OF AZAD JAMMU AND KASHMIR
COURSE REGISTRATION FORM

Department Copy
Registration Copy
Examination Copy
DSA Copy

Department/Institute: _____ Faculty: _____
Name: _____ Father's Name: _____
Degree: _____ Semester: Fall/Spring/Summer/Winter (yyyy)
Session: _____ Registration No.: _____

Courses Registered for				
Sr. No.	Course Code	Course Title	Credits	Signature of Student
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
Total credits				

The upper limit of credit hours for normal and summer/winter semester(s) is 24 and 12 respectively.

I certify that

- I have deposited the departmental dues Rs. _____ (Last dates: Normal fee _____; Late fee _____) vide Challan No. _____, Dated _____
- I am taking _____ credit hours for this semester.

(Student)

Signature

[Admission Committee]

(Chairman)

THE UNIVERSITY OF AZAD JAMMU AND KASHMIR
COURSE REGISTRATION FORM

Department Copy -
Registration Copy
Examination Copy
DSA Copy

Department/Institute: _____ Faculty: _____
Name: _____ Father's Name: _____
Degree: _____ Semester: Fall/Spring/Summer/Winter (yyyy)
Session: _____ Registration No.: _____

Courses Registered for				
Sr. No.	Course Code	Course Title	Credits	Signature of Student
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
Total credits				

The upper limit of credit hours for normal and summer/winter semester(s) is 24 and 12 respectively.

I certify that

- I have deposited the departmental dues Rs. _____ (Last dates: Normal fee _____; Late fee _____) vide Challan No. _____, Dated _____
- I am taking _____ credit hours for this semester.

(Student)

221

The University of Azad Jammu & Kashmir
Department of Chemistry
Semester Result Card

Name: _____
Father's Name: _____
Class: _____ Semester: _____ Year: _____

Roll No.: _____
Registration No.: _____

Course Code	Course Title	Credit Hours	Maximum Marks	Marks Obtained	Letter Grade
		03	150		
		01	50		
		02	100		
Total					

Errors and omissions expected.

Grades: 90% and above = A+, 80 to 89.9% = A; 72 to 79.9% = B+; 65 to 71.9% = B; 50 to 64.9% = C;
Below 50% = F; Course Withdrawn = W

Prepared by _____

(Departmental Examination Committee)

(Chairman)

The University of Azad Jammu & Kashmir
Department of Chemistry
Semester Result Card

Name: _____
Father's Name: _____
Class: _____ Semester: _____ Year: _____

Roll No.: _____
Registration No.: _____

Course Code	Course Title	Credit Hours	Maximum Marks	Marks Obtained	Letter Grade
		03	150		
		01	50		
		02	100		
Total					

Errors and omissions expected.

Grades: 90% and above = A+, 80 to 89.9% = A; 72 to 79.9% = B+; 65 to 71.9% = B; 50 to 64.9% = C;
Below 50% = F; Course Withdrawn = W

Prepared by _____

(Departmental Examination Committee)

(Chairman)

222

The University of Azad Jammu & Kashmir
Final Transcript

Annexure III

Name: _____ Roll No.: _____
 Father's Name: _____ Registration No.: _____
 Department: _____ Session: _____ Degree: _____

Photograph
scanned

First Semester

Course Code	Course Title	Credit Hours	Maximum Marks	Marks Obtained	Letter Grade
		03	150		
		04	200		
		01	50		
		02	100		

Second Semester

Course Code	Course Title	Credit Hours	Maximum Marks	Marks Obtained	Letter Grade
		03	150		
		04	200		
		01	50		
		02	100		

Third Semester

Course Code	Course Title	Credit Hours	Maximum Marks	Marks Obtained	Letter Grade

Fourth Semester

Course Code	Course Title	Credit Hours	Maximum Marks	Marks Obtained	Letter Grade
	Research Thesis	06	300		

Grand Total

Errors and omissions expected

Numeric Value (NV)	Letter Grade (LG)
Above 90%	A+
80 to 89.9%	A
70 to 79.9%	B+
60 to 69.9%	B
50 to 59.9%	C
Below 50%	F
Course Withdrawn	W

Prepared by _____

(Checked by) _____

(Date) _____

(Controller Examination) _____